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ABSTRACT

Successful completion of this self-paced library workbook is a course requirement of all second semester freshman English students at the University of Arkansas. The workbook contains 18 chapters. A brief introduction and instructions for using the workbook precede the library tour in Chapter 1, and the remaining 17 chapters discuss specific library resources or services. Each chapter includes an introduction explaining the material covered and is accompanied by a set of questions peculiar to each individual workbook. Subjects covered by the workbook include: (1) author and title approaches to the card catalog; (2) subject approach to the card catalog; (3) Library of Congress Classification; (4) locating and checking out books; (5) periodical indexes; (6) periodicals; (7) book review indexes; (8) newspapers and newspaper indexes; (9) audiovisual materials; (10) encyclopedias; (11) dictionaries; (12) sources of biographical information; (13) almanacs and statistical sources; (14) maps, atlases, and gazetteers; (15) special collections; (16) government documents; and (17) the reserve reading room. Floor plans of the various areas of the library and examples of catalog cards and assignments are provided. (Author/THC)

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Name_____

Student Number_____

Course_____

Instructor_____

LIBRARY RESOURCES
A SELF-PACED WORKBOOK
for
THE UNIVERSITY OF ARKANSAS LIBRARIES

by
Stephen H. Dew

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INTRODUCTION

The Library Resources workbook program began in 1980 as one of the course requirements for the English 1023 classes. The workbook program has 6 goals:

a. To teach you basic library skills to find library materials.

b. To identify locations of materials in Mullins Library.

c. To introduce you to the variety of library resources available in a range of subject areas.

d. To provide a successful library learning experience.

e. To increase your confidence in using this library and any library.

f. To lay the foundation for lifelong use of libraries.

INSTRUCTIONS

1. Although you will be answering the workbook questions at your own pace, you should complete the workbook as early in the term as possible.

2. Read the text and instructions for each section, then answer the questions at the end of the section before going on. The questions in your workbook are unique. No other student in your class has the same questions for any assignment except for Chapter One, "Library Tour."

3. When you have completed the workbook, come to the Workbook Desk (Library Tour Stop Number 6B) where you will find one box containing blank answer cards and another box containing direction sheets for filling out answer cards. Transfer the answers from your workbook onto a blank answer card and give both the workbook and the answer card to the attendant, but be sure you return after a day or two to make corrections on any questions you may have missed.

4. In order to "Pass" the workbook, the answers must be 100% correct. When all the answers are correct, the workbook will be returned to you to keep. Your instructor will be notified by the end of the term whether or not you have completed the workbook. You will receive a grade of "Incomplete" for the course if you have not finished the workbook, and this grade will not be changed until you have completed all of your workbook assignments.

This workbook is designed to help you in your college work, and if you complete it, it will. The questions are not meant to be tricky; each question is designed to teach you something about the library. You should be able to answer all questions without difficulty, but there is a possibility that typographical errors have been made in your book. If you have a difficult time understanding or answering a question, ask for help at one of the service desks.

CHAPTER ONE

LIBRARY TOUR

The main library for the Fayetteville campus of the University of Arkansas is Mullins Library--the four level building that faces the Arkansas Union. Completed in 1968, Mullins Library provides seating and desk spaces for about 1,200 students who wish to come to the library to study.

The total holdings of Mullins Library and the branch libraries on campus include over 1,000,000 regular volumes of books and bound journals and 950,000 items in microform. We also have just over 12,000 separate periodical and serial publications included in the collection.

There are five branch libraries on campus. They are:

Chemistry Library	-Chemistry 211
Fine Arts Library	-Fine Arts 103
Law Library	-Waterman Hall 214
Physics Library	-Physics 202
Learning Resources Center	-Peabody Hall 203

Regular hours and telephone numbers for Mullins and the branch libraries are listed inside the back cover of this workbook. Any change in library hours, because of holidays, vacations, or final exams, will be posted on the doors of each library.

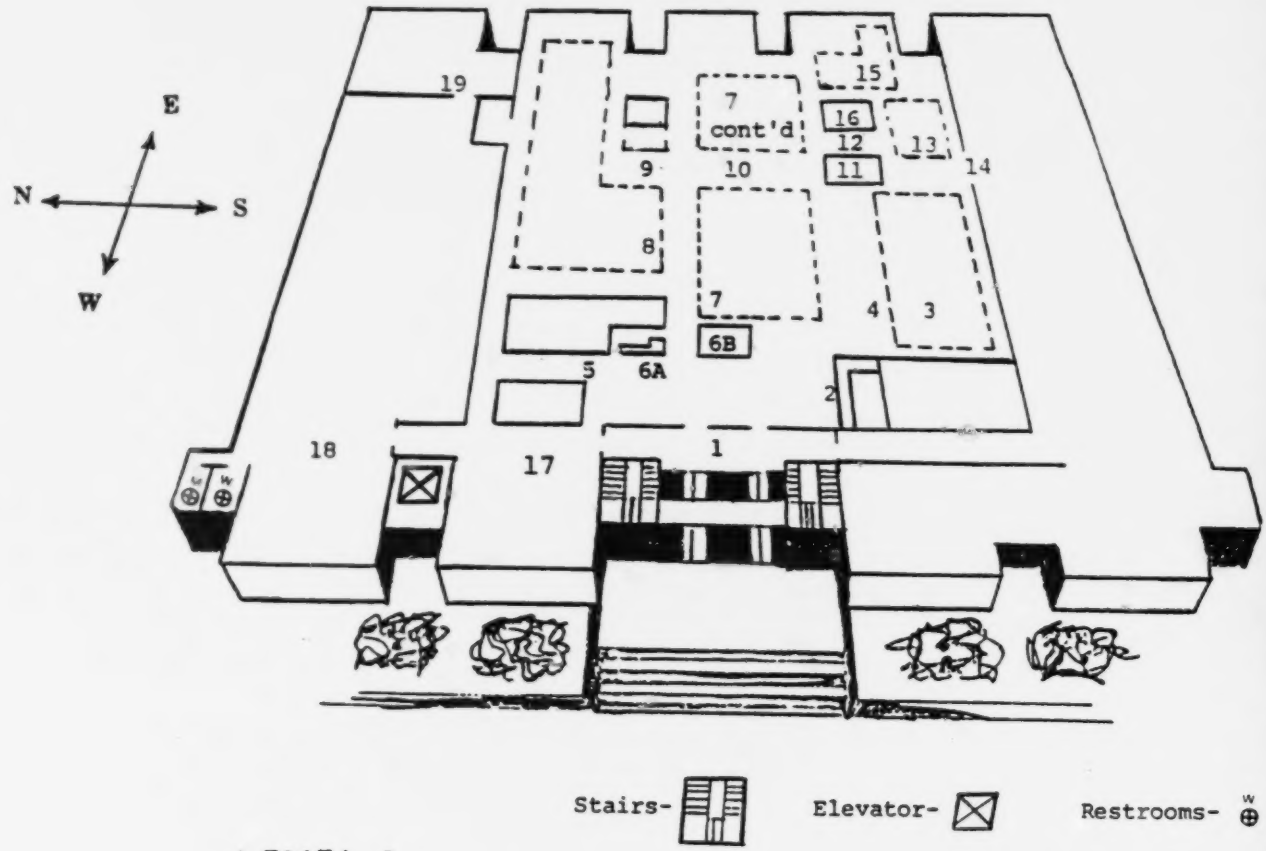
INSTRUCTIONS

Before you can answer the questions posed to you in this workbook, you must be able to find your way about the library to the various desks, offices, resources, and collections that you will need. You will be asked to tour only Mullins Library. The floor maps on the following pages are to be used in conjunction with the tour. Do not try to save time by copying someone else's answer sheet for Chapter One. You will have to visit all of the areas anyway, and copying the answers now will merely cost you more time later.

As you reach each of the numbered stops on the tour, you will find a colored plaque on the wall, table, cabinet, or desk in the area. The plaque will be colored either red, white, blue, or black, and on it will be a Tour Stop Number. For that number on Assignment One, write the color of the plaque in the space provided.

LEVEL 2

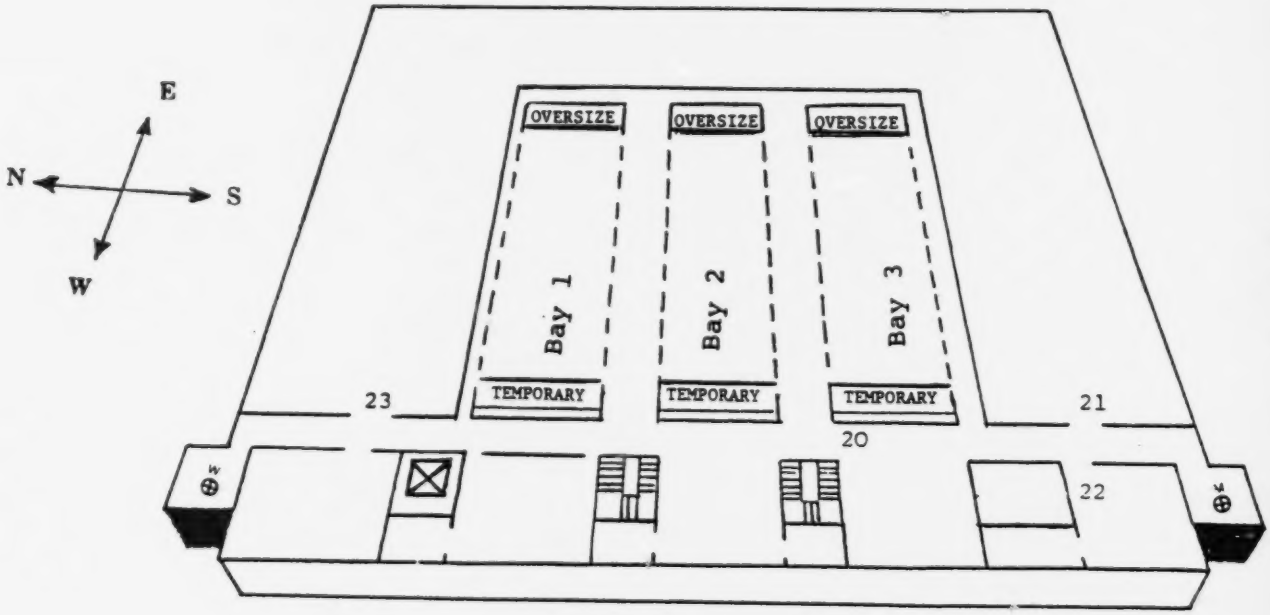
CENTRAL SERVICE AREA – MAIN FLOOR



Stairs- Elevator- Restrooms- W E

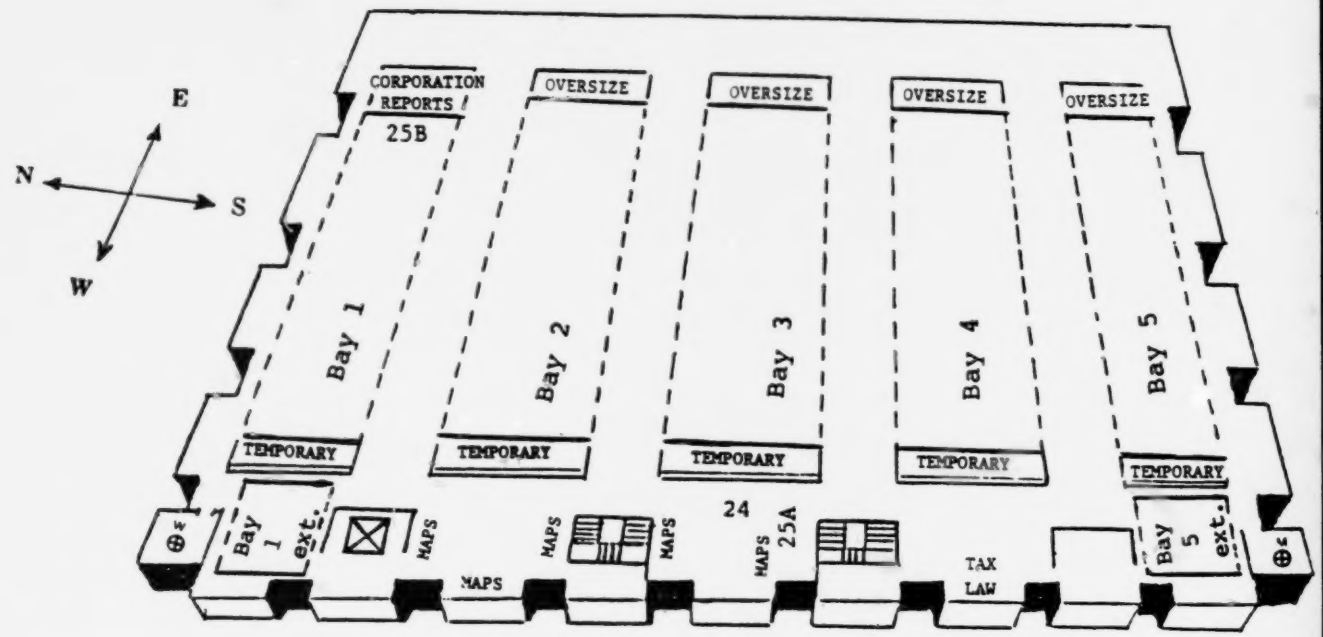
LEVEL 1

LITERATURE & FINE ARTS



LEVEL 3

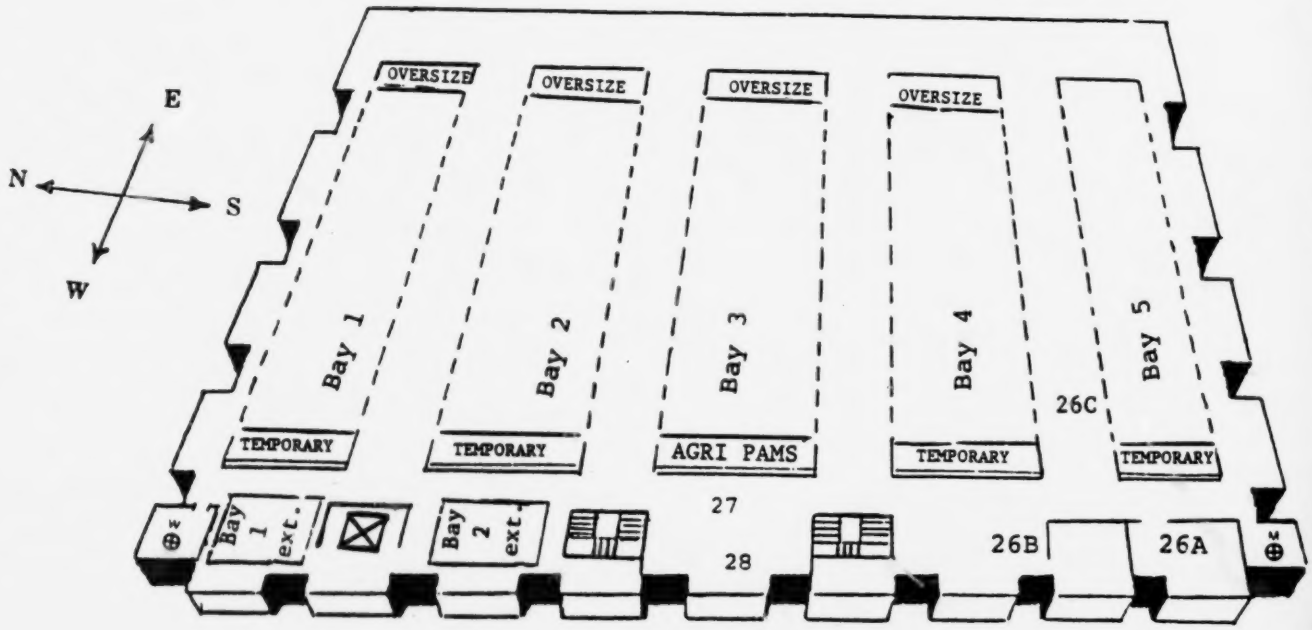
HUMANITIES & SOCIAL SCIENCE



Stairs- Elevator- Restrooms-

LEVEL 4

NATURAL & TECHNICAL SCIENCES & GOVERNMENT DOCUMENTS



ASSIGNMENT ONE

LIBRARY TOUR

DIRECTIONS: Go to Mullins Library. It is located across the mall area in front of the Arkansas Union. Walk through the two entrance doors.

1. LOBBY

Welcome to Mullins Library. This is the only entrance and exit point of the building. When you leave the library, the security guard at the exit will need to inspect all books checked out of the library and any packages, briefcases, etc. which you have brought into the building. Notice that on each side of the lobby stairs lead to the other three levels of the library. You are now on Level 2. What color is the sign at Tour Stop Number 1?

_____

2. CIRCULATION

From the lobby entrance, continue straight through the entrance door to the large room in front of you. On your right you will see a long counter. This is the circulation area where you will check out books. Also, if you are unable to find a book or a bound volume of a journal after you have looked for it under its call number in the book stacks, you then should come here to receive help from the circulation staff. They can tell you if an item already has been checked out by someone else, and they can assist you in your search for the item if it has not been checked out. On one side of the circulation area you will find a paper cutter, stapler, tape, hole puncher, etc. for your use while in the library. What color is the sign at Tour Stop Number 2?

_____

3. CARD CATALOG

While facing the circulation counter look to your left. You will see an area occupied by several large black cabinets with many drawers. These cabinets comprise what is called the card catalog. Here you will find cards for all of the books owned by Mullins Library and all of the branch libraries on campus. What color is the sign at Tour Stop Number 3?

_____

4. LIBRARY OF CONGRESS SUBJECT HEADINGS

On each of the two long tables in front of the card catalog you will find a set of two large red books. These are titled Library of Congress Subject Headings. They will help you determine what words to use when

you want to look in the card catalog for books according to their subject matter. What color is the sign at Tour Stop Number 4?

_____

5. PAMPHLET COLLECTION

Facing north from the circulation and card catalog areas you will see an aisle between the office areas. Along the shelves here you will discover three separate pamphlet collections. One collection contains materials on a wide variety of subjects, and these items can be quite useful for short speeches, reports, papers, etc. A second file contains pamphlets on various vocations. If you want information on a possible job or career choice, look here. The third pamphlet collection contains tourism information on all of the states and many foreign nations. What color is the sign at Tour Stop Number 5?

_____

6A. REFERENCE DESKS

Facing south from the pamphlet collection you will see on your left a two-sided counter with the word REFERENCE on an adjoining post. This is the Reference desk area. Whenever you need help in finding information as you use the library, you should go to this area and ask for assistance. The librarians here are friendly and eager to help you find what you need. Never be embarrassed about asking questions while in the library; we are here to help you. What color is the sign at Tour Stop Number 6A?

_____

6B. WORKBOOK SERVICE DESK

Continuing south past the Reference desks you will see a small desk immediately to your left. This is the Workbook Service Desk, and it also serves as a general information desk. Whenever you have any questions concerning your workbook, come to this desk first. Shelved next to the desk are several copies of different reference works. You will be using these books to answer questions which will be posed to you later in the workbook. When you have completed this workbook, you will turn it in at this desk. What is the color of the sign at Tour Stop Number 6B?

_____

7. INDEXES

Immediately behind the Workbook Service Desk you will see a row of short shelves running the rest of the length of the room. The items shelved here are called indexes and abstracts. They provide citations to magazine articles, newspaper articles, and reports on a wide variety of subjects. What color is the sign at Tour Stop 7?

_____

8. REFERENCE COLLECTION

Facing the row of index shelves, you will see on your left a series of tall shelves. The books on these tall shelves comprise the general reference collection. The collection begins with basic encyclopedias and expands to include special dictionaries, bibliographies, encyclopedias, almanacs, biographical sources, and research guides covering most fields of study. What color is the sign at Tour Stop Number 8?

_____

9. TELEPHONE & CITY DIRECTORIES

Immediately to the east of the first three rows of the Reference collection are shelves which contain telephone directories and city directories for a variety of localities from across the nation and a few foreign countries. What color is the sign at Tour Stop Number 9?

_____

10. READERS' GUIDE

Facing south from the telephone directories area you will see two tables with a number of green books shelved on them. The green books are the Readers' Guide to Periodical Literature--a basic index which gives you citations to articles from a large number of popular magazines. Also included on one table is ERIC, an important index in the field of education. What color is the sign at Tour Stop Number 10?

_____

11. PERIODICALS LIST

Continuing south from the Readers' Guide tables you will find a long black table. On this table are three bound volumes. Each of these volumes is a copy of the library's Periodicals List that contains entries for all of the magazines and newspapers to which the library currently subscribes. What color is the sign at Tour Stop Number 11?

_____

12. ATLASES

Just to the east of the Periodicals List table you will find a long black cabinet in which several important atlases are shelved. What color is the sign at Tour Stop Number 12?

_____

13. BIBLIOGRAPHIES

Immediately south of the atlas case you will see several tall shelves of books. These books are bibliographies. They list books, magazines, newspapers, reports, etc. which have been published on certain subjects or which are parts of unique library collections. What color is the sign at Tour Stop Number 13?

_____

14. SERIALS

Immediately south of the first row of bibliographies is a window in the wall with the sign SERIALS. Here they can tell you what the most recent issue is of any magazine or newspaper to which we subscribe. What color is the sign at Tour Stop Number 14?

_____

15. CURRENT NEWSPAPERS

There is no answer for Tour Stop 15. Current newspapers are now kept in the Reserve Room and will be discussed in Tour Stop 18. Continue on to Tour Stop 16.

16. TYPING ROOMS

Immediately to the west of the short hanging racks are several small typing rooms. Typewriters in these typing rooms can be rented through the circulation desk. What color is the sign at Tour Stop Number 16?

_____

17. NEW BOOKS

Return to the lobby (Tour Stop Number 1) and face north. Go through the glass doors and on your left you will see a wooden cabinet. In this cabinet the library keeps books newly added to the general book collection. They can be checked out if you want to read one. What color is the sign at Tour Stop Number 17?

_____

18. RESERVE ROOM

From the New Books Cabinet continue north. On your left you will see an elevator which can take you to the other levels of the library and on your right will be a row of public telephones. Directly in front of you will be a set of double doors with the sign RESERVE overhead. Go into the Reserve Room. On your left will be a counter at which you can check out items which have been placed on reserve by your professors. The rows of shelves on your right contain recent issues of many of the periodicals to which the library subscribes.

Current newspapers are also located in the Reserve Room. The most recent issues are kept in hanging racks in front of the Reserve Desk, while the tall hanging racks behind the Reserve Desk hold back issues up to several months old. What color is the sign at Tour Stop Number 18?

---

19. INTERLIBRARY LOAN

From just in front of the doors through which you entered the Reserve Room, face east and walk to the end of the room. Here you will find a set of double doors and the sign INTERLIBRARY LOAN. Possibly later in your college career you will want books or journal articles which the library does not have. You will need to obtain such items from another library, and the interlibrary loan service will do this for you. What color is the sign at Tour Stop Number 19?

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20. SHELVES, ROWS, BAYS, & STACKS

By either taking the elevator or the stairs go down to Level 1 of the library. As you enter Level 1 turn to your right and go toward the south end of the building. On your left will be long rows of shelves containing books in the portion of the library's general book collection relating to the fine arts and literature. Each large section of shelves is called a "Bay." Each bay is numbered beginning with Bay 1 at the north end of the building. At the top of each row of shelves in the bays, you will see a small white sign which indicates to you what the call number range is for the books on that particular row. In the front of each bay is a temporary shelving area. This is where books are kept for a short period after they have been used and before they are put into their correct place under their call number in that bay. Oversize books, those which are too large to fit on the regular shelves under their call number, are placed on the last row in the back of each bay. There are bays also on Levels 3 and 4 containing the rest of the library's general book collection, and they are arranged in the same format. The general term used to describe all of the shelves containing the library's general book collection is "stacks." Go to the front of Bay 3 and find Tour Stop Number 20. What color is the sign at Tour Stop Number 20?

---

21. AUDIO VISUAL

Continue toward the south end of the building. After you pass Bay 3 you will see the sign AUDIO VISUAL and a set of double wooden doors on your left. In the Audio Visual Room the library maintains its extensive microfilm, microfiche, and record album collections. Special machines are provided for viewing the microforms, and other facilities are available for listening to albums. What color is the sign at Tour Stop Number 21?

_____

22. VIEWING ROOM

Directly across the hall from the Audio Visual Room you will find the Viewing Room. In this room the library has facilities for classes to view video cassettes, films, and slide presentations. Special lectures on how to find information in the library on a specific area of study are given in this room. What color is the sign at Tour Stop Number 22?

_____

23. SPECIAL COLLECTIONS

Face north and walk to the north end of the building. After passing Bay 1 you will see the sign SPECIAL COLLECTIONS and a set of double wooden doors on your right. Here the library houses its extensive Arkansas history collection, most of its rare materials, and several important private manuscript collections. What color is the sign at Tour Stop Number 23?

_____

24. LEVEL 3 LIBRARIAN

By taking either the stairs or the elevator go up to Level 3. On this floor the library maintains the portion of the general book collection concerning such fields as religion, history, geography, business, sociology, anthropology, political science, law, and education. Go to the area in front of Bay 3. Here you will find a librarian's desk. If you ever need help while on Level 3, come to this desk first. If no librarian is available at this desk when you need assistance, go to the Reference Desk on Level 2. What color is the sign at Tour Stop Number 24?

_____

25A. MAP COLLECTION

The black cabinets which you see along the walls in this area contain the U.S. Geological Survey Topographical Maps, U.S. Defense Mapping Agency Maps, and various thematic maps of different areas of the world. Additional cabinets containing more maps are located in the area in front of Bay 2. What color is the sign at Tour Stop Number 25A?

_____

25B. CORPORATION ANNUAL REPORTS

Go the last row of Bay 1 on this floor. Here you will find the library's collection of corporation annual reports. These reports are excellent sources of information for students doing reports on certain companies and for students who are preparing for job interviews with companies. What color is the sign at Tour Stop Number 25B?

_____

26A. GOVERNMENT DOCUMENTS OFFICE

By taking either the stairs or the elevator, go to Level 4. On this floor the library maintains its government documents collection and the portion of the general book collection concerning the natural and technical sciences. When you enter the floor, turn right and go to the south end of the building. In front of Bay 5 you will find a room with the sign GOVERNMENT DOCUMENTS. Being the largest publisher in the world, the U.S. Government produces a vast quantity of information covering a wide variety of subjects. The librarians in this room can help you find what information has been published by the federal government on any particular subject of interest to you. What color is the sign at Tour Stop Number 26A?

_____

26B. GOVERNMENT DOCUMENTS REFERENCE COLLECTION

The Government Documents Reference Collection is located just to the north of the Government Documents Office and in front of Bay 4. Here you will find a number of reference works which are useful in locating information contained in government publications. What color is the sign at Tour Stop Number 26B?

_____

26C. GOVERNMENT DOCUMENTS COLLECTION

To the east of the Government Documents office is Bay 5 where the Government Documents Collection is kept. What color is the sign at Tour Stop Number 26C?

_____

27. LEVEL 4 LIBRARIAN

From the Government Documents Room, face north and go to the area in front of Bay 3. Here you will find a librarian's desk where you should go whenever you need help while you are on this level. If no librarian is available at this desk when you need assistance, go to the Reference Desk on Level 2. What color is the sign at Tour Stop Number 27?

_____

28. LEVEL 4 REFERENCE

Behind the librarian's desk you will find several rows of wooden shelves. Here the librarian maintains a small collection of reference works and indexes in the fields of agriculture and engineering. What color is the sign at Tour Stop Number 28?

_____

CHAPTER TWO

CARD CATALOG--AUTHOR & TITLE APPROACHES

The card catalog (Tour Stop Number 3) contains card entries for all books owned by the University of Arkansas Libraries. This includes Mullins Library and all of the branch libraries as well. For each book owned by the library system, cards are placed in the catalog for the author, the title, and the subject matter of the book. In this chapter you will be concerned only with the author and title approaches for searching the card catalog, and you also will discover what kind of information is provided on each card.

On page 13 you will find samples of an author card and a title card for the same book. Study them carefully. Notice that the title card is exactly the same as the author card except that the title has been added at the very top of the card. From both cards you can see that the call number of the book is BF 575 L3 G7. Also you can see that the author of the book is John Young Thomson Greig who was born in 1891, that the title of the book is The Psychology of Laughter and Comedy, that the place of publication is New York, that the publisher is Cooper Square Publishers, that the date of publication is 1969, that the book is 304 pages in length and 23 centimeters in height, that the book is actually a reprint of a book originally published in 1923, and that there is a bibliography on pages 280 through 298 which lists the books and magazine articles used by Greig in writing his book.

All cards in the catalog are filed in one continuous alphabetical arrangement word by word according to the entry at the top of each card. The author card in the sample would be filed in the "G" alphabetical section of the card catalog. The title card would be filed in the "P" section because titles are filed alphabetically beginning with the first word of the title that is not an article (a, an, the). Any article appearing after the first word of the title, however, is considered in determining the title's alphabetical arrangement in the card catalog.

When the author's last name is the same as the first word in the title of a book, the author card will be filed before the title card. For instance, if an author's last name is Wood, entries under his/her name will fall before title entries beginning with the word Wood. The following is a correct example of an alphabetical listing of entries as they would appear in the card catalog.

Author Entries for Wood:
- Wood, Barbara
- Wood, David
- Wood, William

Title Entries for Wood:
- Wood of My Life
- Wood Out of Forests
- The Wood Out of the Forests

Wooden, John

Wooden Hearts

A Wooden Wheel Can Really Roll

Woods, Randall

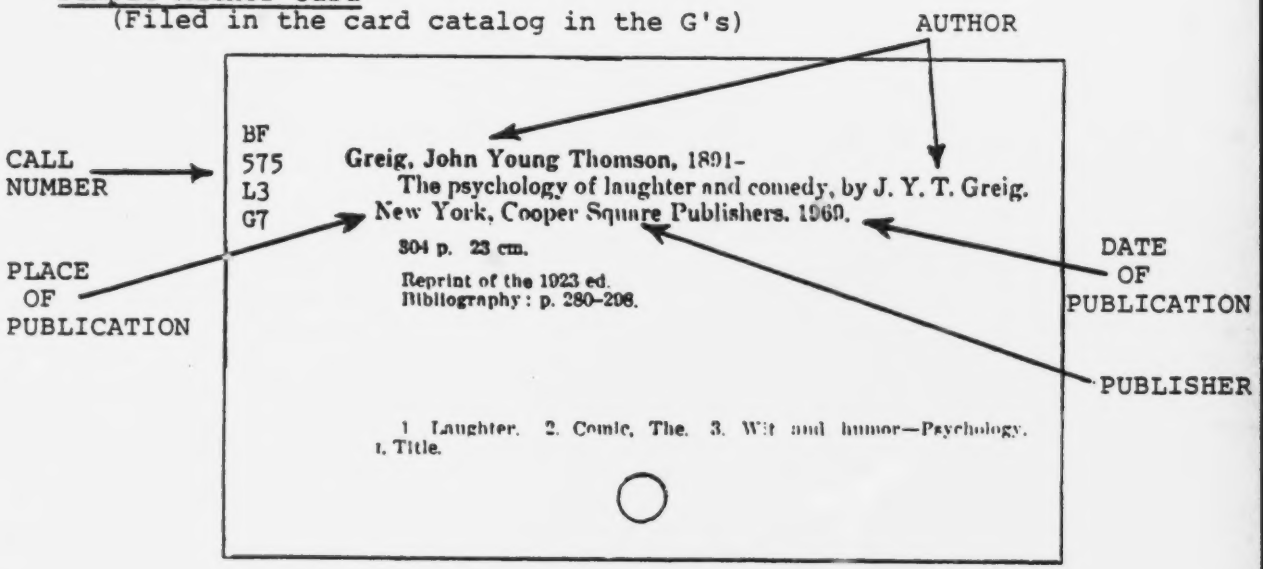
Woods Afire

The Woods Belong to Daddy

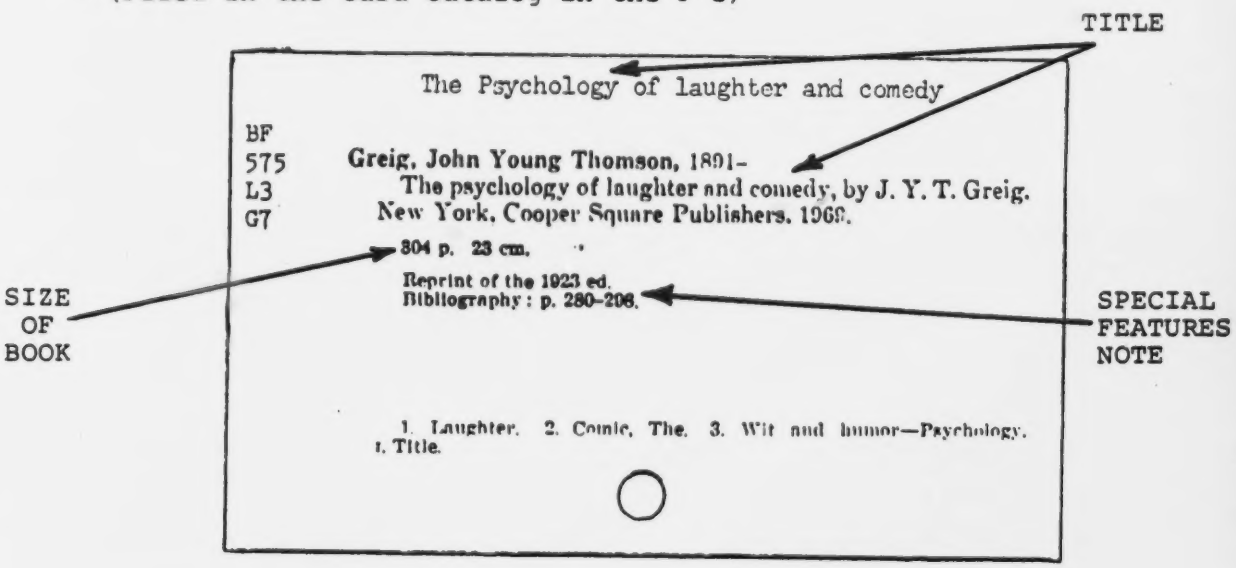
CARD CATALOG

AUTHOR & TITLE APPROACH

Sample Author Card
(Filed in the card catalog in the G's)



SAMPLE TITLE CARD
(Filed in the card catalog in the P's)



BEST COPY AVAILABLE

ASSIGNMENT TWO

CARD CATALOG--AUTHOR & TITLE APPROACHES

DIRECTIONS: Go to the Card Catalog (Tour Stop Number 3) and answer all five questions on this page and the following page. Question 5 will require you to look at the same entry card used in question 4.

1. Joan Chissell wrote a book assigned the call number ML 410 B8 C45. Its title is:

   A. Brahms

   B. Bach

   C. Bacharach

   D. Blues

2. Robert G. Hazo wrote a book assigned the call number BD 436 H35. Its title is:

   A. That Elusive Thing Called Love

   B. How Do You Know Love?

   C. The Idea of Love

   D. The Feeling of Love

3. Who wrote the book Before the Sun Goes Down?

   A. Catherine Arthur

   B. John Davis

   C. Oliver Jackson

   D. Elizabeth Howard

4. Who wrote the book The Confusion of Tongues?

   A. Judith Kleinfeld

   B. John Olmsted

   C. Charles Ferguson

   D. Sarah Fine

ASSIGNMENT TWO CONTINUED ON THE NEXT PAGE →

ASSIGNMENT TWO, continued.

5. What is the publication date of the book The Confusion of Tongues _____ which you just looked up in question 4?

A. 1936

B. 1929

C. 1920

D. 1932

CHAPTER THREE

CARD CATALOG--SUBJECT APPROACH

From the author or title approach to the card catalog, you can find out if the library owns any specific book which you want. As you will see in this chapter, you also can use the card catalog to find out if the library owns books on any particular subject which interests you.

When you want to search the card catalog for a particular subject, you always must keep in mind the fact that the card catalog uses its own peculiar terminology to describe the subject matter of books. Like most other research libraries in the United States, Mullins Library uses the standard subject headings that are established by the United States' national library, the Library of Congress. The Library of Congress Subject Headings (Tour Stop Number 4) is a two-volume work which will tell you what terms would be used by the card catalog to describe any particular subject.

When you look in either volume of the Library of Congress Subject Headings, you will discover that there are three columns on each page, and by following the extreme left hand margin in each column, you will find that the terms follow an alphabetical arrangement. On page 17 is an example of one of the columns taken out of the Library of Congress Subject Headings. Study it carefully and you will notice the following features.

I. Terms which are in boldface, heavy black type are considered acceptable subject headings, and if the library owns any books on those subjects, entries will be found in the card catalog under those terms. Often under the boldface headings you will find additional information indented within the column.

   A. The "sa" means "see also," and the words which follow are other acceptable subject headings which are closely related to the boldface subject heading just above them. This "see also" area can be quite useful in expanding your subject search of the card catalog because it directs you to terms which you possibly would not have realized are used. Often this can lead you to additional important books on your subject which you might have missed otherwise.

   B. The "xx" heads a list of other related terms which are also acceptable subject headings, but which are more general than those appearing under "sa."

   C. The "x" heads a list of unacceptable terms. DO NOT USE THEM.

   D. The indented terms which are preceded by a dash are acceptable subdivisions of the boldface subject heading which appears above them.

II. The words along the extreme left hand margin of each column which are in regular print (not boldface type) are considered unacceptable as subject headings and will not be used in the card catalog to describe subjects. Immediately under each unacceptable term, however, you will find a "See" reference which tells you what the acceptable subject heading is. For example, if you wanted books on wisdom teeth, you would see from the Library of Congress Subject Headings that "wisdom teeth" is not an acceptable heading and that "MOLARS" is the accepted subject heading used to describe books on that topic. Therefore, you would want to look in the card catalog under MOLARS.

LIBRARY OF CONGRESS SUBJECT HEADINGS
SAMPLE COLUMN

Regular print terms (those not in boldface type) indicate an unacceptable heading. Here it is "Wisdom teeth."
"See" reference indicates the acceptable subject heading. In this case it is "MOLARS."

Boldface type indicates acceptable subject headings.
"sa" means "see also" and heads a list of acceptable subject headings related to the boldface term above.

"x" heads a list of unacceptable headings. DO NOT USE.

"xx" heads a list of acceptable headings more general in nature than those terms under "sa."
Terms preceded by a dash(--) are acceptable subdivisions of the main heading. (Example: WIT AND HUMOR--PSYCHOLOGY)

Wisdom (Buddhism)
sa Vipaśyanā (Buddhism)
x Jñāna (Buddhism)
Mati (Buddhism)
Prajñā (Buddhism)
xx Buddhist doctrines
Knowledge, Theory of (Religion)
Philosophy, Buddhist
Wisdom literature
xx Literature
— Criticism, interpretation, etc.
Wisdom teeth
See Molars
Wisent
See Bison, European
Wishes *(GR615)*
xx Motivation (Psychology)
-- Juvenile literature
Wishosk Indians
See Wiyot Indians
Wishram language
See Tlakluit language
WISTTRA
See Wisconsin tests of testimony and reasoning assessment
Wit and humor *(PN6147-6231)*
sa Anecdotes
Bulls, Colloquial
Burlesque (Literature)
Catholic wit and humor
College wit and humor
Comedy
Comic, The
Epigrams
Ethnic wit and humor
Humor in advertising
Humor in education
Humorists
Humorous poetry
Humorous recitations
Laughter
Macaronic literature
Negro wit and humor
Nonsense-verses
Parody
Pasticcio
Political satire
Practical jokes
Puns and punning
Religion and humor
Satire
Shaggy-dog stories
Table-talk
American wit and humor, English wit and humor, *and similar headings: also subdivision* Anecdotes, facetiae, satire, etc. *under subjects, e.g.* Art--Anecdotes, facetiae, satire, etc.; Marriage--Anecdotes, facetiae, satire, etc.; *and subdivision* History, Comic, satirical, etc. *under names of countries, states, cities, etc.*
x Bons mots
Facetiae
Humor
Jest-books
Jests
Jokes
Ludicrous, The
Ridiculous, The
xx Caricature
Literature
— Authorship
— Juvenile literature
See Wit and humor, Juvenile
— Moral and religious aspects
— Philosophy *(PN6149.P5)*
-- Psychology
Wit and humor, Ancient
sa Classical wit and humor

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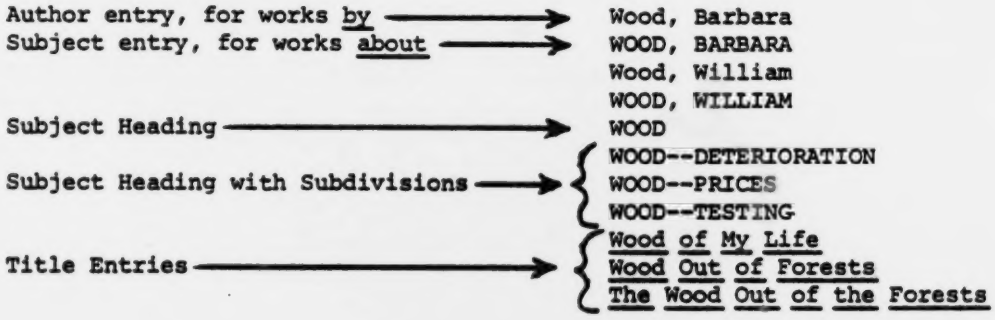
The cards which are placed in the card catalog as subject entries will have the subject headings typed in all BLACK CAPITAL LETTERS or in red type at the top of the card. All of the subject headings that are assigned to any book are found at the bottom of each card for that book. This bottom portion of each card is called the "tracings" because it traces, or keeps track of, all of the cards which are in the card catalog for each book. The tracings area can be very useful in expanding your subject search of the card catalog in the same manner as the "sa" listing in the Library of Congress Subject Headings. If you find a book which deals specifically with the type of information which you need, look at the tracings at the bottom of any card catalog entry for that book. Then look in the card catalog under the subject terms listed in the tracings and you may find additional works on your general subject which you might have missed otherwise.

On page 19 are examples of the subject heading cards and the tracings for Greig's The Psychology of Laughter and Comedy. Study them carefully. Notice that the subject headings at the top of all of the cards are in all black capital letters. There are three subject cards for the book; one for each of the assigned subject headings which appear in the tracings at the bottom of all of the cards. The word "Title" in the tracings means that a card also was entered in the card catalog under the book's title, The Psychology of Laughter and Comedy.

Be aware also that many authors will have entries in the card catalog for works written by them (when they are the authors of books) and other entries for works written about them (when they are the subjects of books). In the card catalog works written by authors are entered first, followed by entries for works written about them.

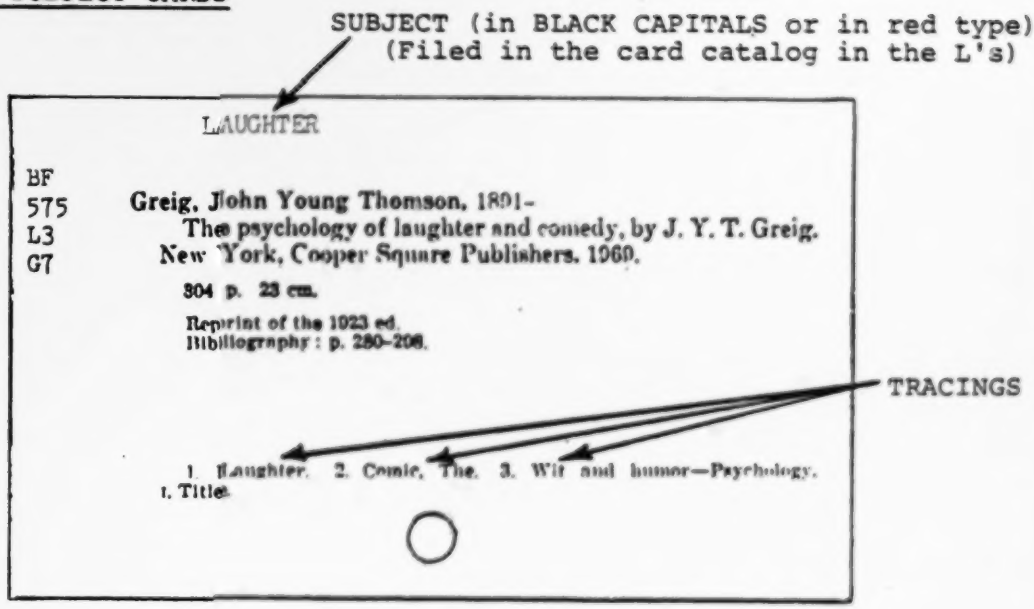
When the same word is used as an author's last name, a subject heading term, and the first word of the title of a book, the author card will be filed first, then the subject card, and then the title card. For example, if an author's last name is Wood, entries under his/her name will fall before subject entries for the word WOOD. The subject entries for WOOD and its subdivisions will fall before title entries with the word Wood as the first word of the titles. The following is a correct example of an alphabetical listing of entries as they would appear in the card catalog.

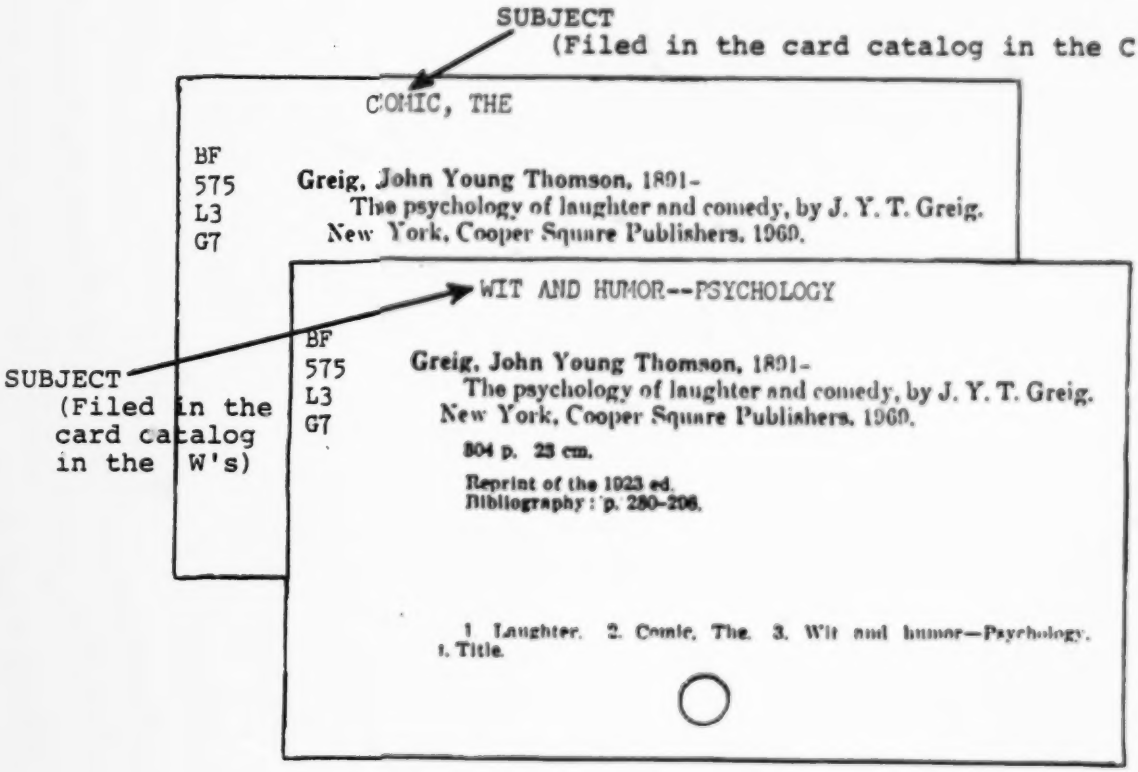


CARD CATALOG

SUBJECT APPROACH

SAMPLE SUBJECT CARDS


SUBJECT (in BLACK CAPITALS or in red type)
(Filed in the card catalog in the L's)
LAUGHTER
BF
575
L3
G7
Greig, John Young Thomson, 1891-
The psychology of laughter and comedy, by J. Y. T. Greig.
New York, Cooper Square Publishers, 1969.
304 p. 23 cm.
Reprint of the 1923 ed.
Bibliography: p. 280-296.
TRACINGS
1. Laughter. 2. Comic, The. 3. Wit and humor—Psychology.
I. Title.



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ASSIGNMENT THREE

CARD CATALOG--SUBJECT APPROACH

DIRECTIONS: Go to the Card Catalog (Tour Stop Number 3) and answer the next two questions.

6. You have a book entitled The Transatlantic Persuasion

written by Robert L. Kelley and would like to find other books on the same subject. Go to the Card Catalog and find an entry for this book by either the author or the title. Check the tracings on the bottom of the card. (You may want to recheck the examples on page 19)

What is the first subject heading listed in the tracings?

A. Liberalism

B. Conservatism

C. Progressivism

D. Socialism

7. Look in the card catalog under the subject heading which you chose as the answer to the question above. How many books does the library have on that subject?

A. Between 1 and 5

B. Between 6 and 10

C. Between 11 and 15

D. Over 15

DIRECTIONS: Go to the Library of Congress Subject Headings (Tour Stop Number 4) and answer the following question.

8. Possibly there are some related subject headings which you could use to find additional information. Using the same subject heading which you gave as the answer to question number 6 above, look in the Library of Congress Subject Headings. The first "sa" (see also) reference is:

A. Capitalism

B. Economics

C. Freedom

D. Laissez-faire

CHAPTER FOUR

LIBRARY OF CONGRESS CLASSIFICATION

To locate a book in the library you first must know its call number. Each book in the library has been assigned a unique number which classifies it according to its major subject content and places the book in one specific location on the shelves. In the United States two classification schemes are currently in popular use. The Dewey Decimal Classification which is used by a large number of school and public libraries uses numbers to classify books. The Library of Congress Classification which is used by most research libraries is considerably more flexible in that it uses both letters and numbers to classify books. Mullins Library uses only the Library of Congress Classification.

In Mullins Library, call numbers will be comprised of at least three lines of letters and numbers. A typical call number looks like this:

ND
1895
K5

The top line of each call number will have either one or two letters which classifies each book into its primary subject category. For instance, all books which have call numbers beginning with the single letter N are general works concerning the visual arts; those beginning with NA are books on architecture; those beginning with NB are books on sculptures; NC is for drawing; ND is for painting, etc. You will not need to memorize the classification scheme; you should only be aware that the letters which begin each call number indicate the broad subject category of the book. If you do wish to see an outline of the Library of Congress Classification Scheme, however, one is available at the Reference Desk.

Books are placed on the shelves in the lettered ranges in alphabetical order. For example, books with call numbers beginning with the letter B will be shelved together and will be followed on the shelves by books in the C call number range, followed by D,etc. Within each letter call number range the single letter call number is filed first and is followed in alphabetical order by the double letters. For example, books with call numbers beginning with the single letter N will be shelved together and will be followed on the shelves by NA call numbers which would be followed by NB, followed by NC, etc.

The numbers which appear on the second line of each call number designate more specific subject areas within the lettered ranges. For example the ND call number range is for painting; the range from ND 1700 through ND 2495, however, is particularly for water color painting; ND 2550 through ND 2888 is particularly for mural painting, etc. Within each lettered call number range, books are arranged on the shelves in numerical order according to the number on the second line. Therefore ND 100 will appear on the shelves before ND 1895 which will appear before ND 2317, etc.

Usually you will find only a third line as the last line of any call number, but sometimes you will find a fourth, like the Greig book in chapters two and three. Whether comprised of one or two more lines, the remainder of the call number after the first two lines will be a combination of letters and numbers which gives each call number its unique characteristic. There might be several books in the library with call numbers in which the first two lines were ND 1895, but the remainder of the call number will be different for each book.

The third line has a rather tricky characteristic which you must be aware of when you go to the stacks looking for books. Under each specific call number range like ND / 1895 for example, books will be shelved first in alphabetical order according to the letter which begins the third line and then in numerical order according to the number that follows each letter. The trick, however, is that: THE NUMBER WHICH FOLLOWS THE LETTER ON THE THIRD LINE IS CONSIDERED TO BE A DECIMAL NUMBER AND NOT A WHOLE NUMBER. This definitely will affect the arrangement of books on the shelves. Therefore ND / 1895 / J8 will be filed before ND / 1895 / K47 because J falls before K in the alphabet, and ND / 1895 / K47 will be filed before ND / 1895 / K5 because .47 is smaller than .5 (think .50).

If there should be a fourth line, you would treat it just as you do the third line. Letters will be considered alphabetically in determining the arrangement of books on the shelves, and the numbers will be thought of as decimal numbers in determining the numerical arrangement on the shelves.

The following is an example of a correct arrangement of call numbers:

B	BF	BF	BF	BF	BF	H	H	HG
10	6	575	575	575	575	15	15	5
G7	Q4	L27	L3	L3	L3	P7	R6	L9
			F8	G65	G7			

To summarize the Library of Congress Classification scheme, think of it as an alternating alphabetical then numerical format as follows:

1. Line 1 - Follow the shelves alphabetically until you find the correct letter combination.

2. Line 2 - In the correct letter combination, continue numerically until you find the correct number.

3. Line 3 - Look alphabetically until you find the letter and then numerically, thinking of the number as a DECIMAL.

4. If there is a fourth line, it would be handled like Line 3.

ASSIGNMENT FOUR

LIBRARY OF CONGRESS CLASSIFICATION

DIRECTIONS: Study the following four call numbers and answer the next two questions concerning their arrangement in the Library of Congress Classification. You only need to circle the correct letter for each answer.

A.	B.	C.	D.
U 168 R9	UA 105 B59	U 168 S7	UA 105 B8

9. Which one of the above call numbers would appear <u>first</u> on the shelves?

A. B. C. D.

10. Which one of the above call numbers would appear <u>last</u> on the shelves?

A. B. C. D.

CHAPTER FIVE

LOCATING & CHECKING OUT BOOKS

To locate a book in the library you first must know its call number. By going to the card catalog and finding an entry for a book, you will find the call number in the upper left hand corner of the card. Be sure that you copy all of the information in the left hand corner. It is advisable that you also write the author and the title of the book as well.

Under the tops of all of the tables which are around the card catalog, you will find note slips. One side of each slip is blank and the other side is printed. On the blank side you can write call numbers and any other information which you wish. On the printed side of each note slip you will find a list which indicates where books are shelved in the library. Along the left side of the slip the broad call number ranges are given. Beside each call number range is a general subject description, the level number, and the bay number where books in that call number range will be shelved. An example of the locations slip is on page 25 .

If you needed to find a book with the call number ND / 1895 / K5, for example, you can see from the locations slip that it falls in the N-NZ range. Therefore, the book would be shelved on Level 1 in Bay 1.

SPECIAL LOCATIONS

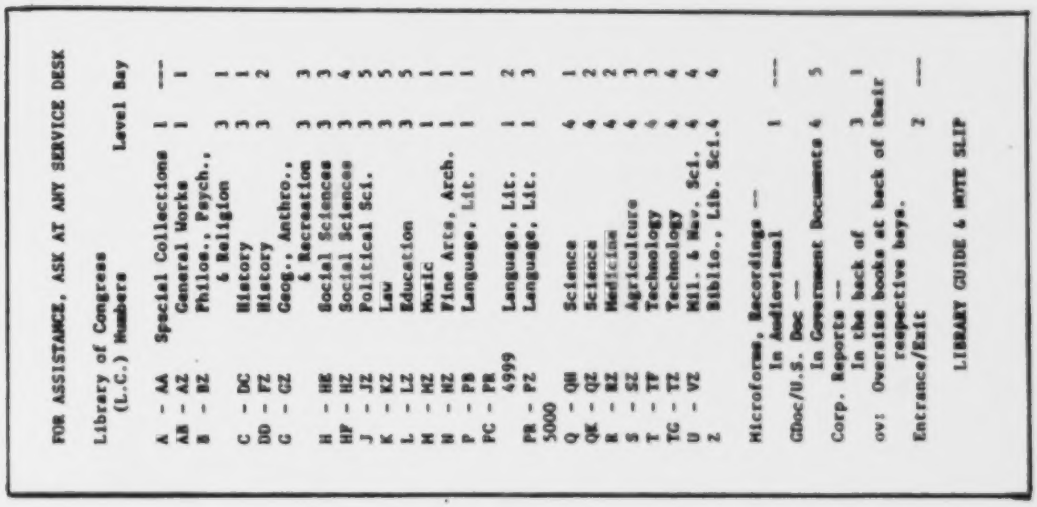
Some books are placed in special locations. Their call numbers will be marked conspicuously to indicate in which special location they will be found.

Books that are larger than the average book size are called "oversize" books. The oversize books cause shelving problems since they do not fit on the regular shelves. Therefore the last row of shelves in each bay is reserved for the oversize books that normally would have been shelved among the books in that bay. Call numbers for oversize books will have "ov" at the top of the call number. For example, a book with the call number ov / JK / 254 / L9 would fall in the J-JZ call number range and would be shelved on Level 3 in Bay 5 on the last row. (See floor maps on pp.3-4.)

The books which are located on Level 2 are all in special locations. Those items that are in the Index area (Tour Stop Number 7) will have "Index" at the top of their call numbers. Those works which are in the Reference Collection (Tour Stop Number 8) will have "Ref" at the top of their call numbers. Those works in the Bibliographies Area (Tour Stop Number 13) will have "Biblio" at the top of their call numbers.

The books which are located in the five branch libraries on campus also are all in special locations. The name or abbreviation of the branch library will be typed or printed immediately below the call numbers on the catalog cards. The list of the branch libraries with their room numbers appears on the inside back cover.

SAMPLE LOCATIONS NOTE

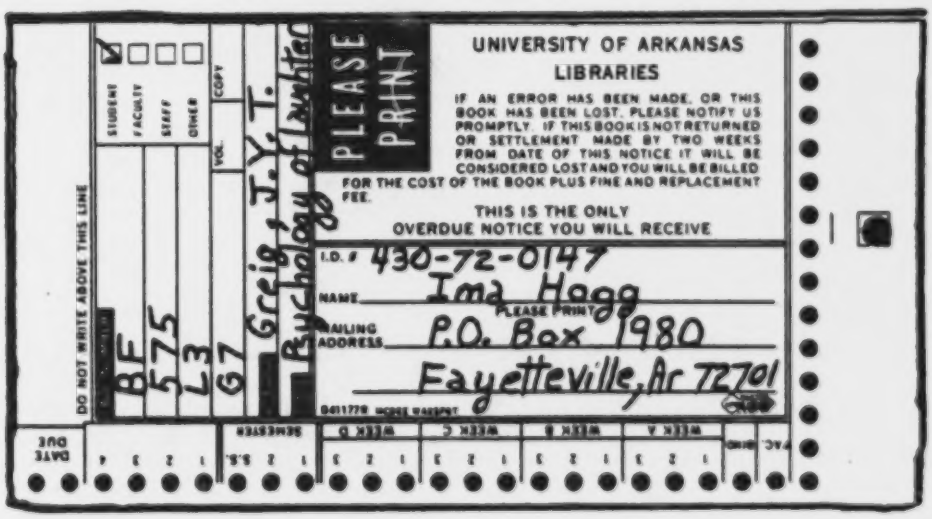


FOR ASSISTANCE, ASK AT ANY SERVICE DESK

Library of Congress (L.C.) Numbers		Level	Bay
A - AA	Special Collections	1	---
AB - AZ	General Works	1	1
B - BZ	Philos., Psych., & Religion	3	1
C - DC	History	3	1
DD - FZ	History	3	2
G - GZ	Geog., Anthro., & Recreation	3	3
H - HE	Social Sciences	3	3
HF - HZ	Social Sciences	3	4
J - JZ	Political Sci.	3	5
K - KZ	Law	3	5
L - LZ	Education	3	5
M - MZ	Music	1	1
N - NZ	Fine Arts, Arch.	1	1
P - PB	Language, Lit.	1	1
PC - PR 4999	Language, Lit.	1	2
PR - PZ 5000	Language, Lit.	1	3
Q - QH	Science	4	1
QK - QZ	Science	4	2
R - RZ	Medicine	4	2
S - SZ	Agriculture	4	3
T - TP	Technology	4	3
TC - TZ	Technology	4	4
U - VZ	Mil. & Nav. Sci.	4	4
Z	Biblio., Lib. Sci.	4	4
Microforms, Recordings -- In Audiovisual		1	---
GDoc/U.S. Doc -- In Government Documents		4	5
Corp. Reports -- In the back of		3	1
ov: Oversize books at back of their respective bays.			
Entrance/Exit		2	---

LIBRARY GUIDE & NOTE SLIP

SAMPLE CHARGE CARD



UNIVERSITY OF ARKANSAS LIBRARIES

IF AN ERROR HAS BEEN MADE, OR THIS BOOK HAS BEEN LOST, PLEASE NOTIFY US PROMPTLY. IF THIS BOOK IS NOT RETURNED OR SETTLEMENT MADE BY TWO WEEKS FROM DATE OF THIS NOTICE IT WILL BE CONSIDERED LOST AND YOU WILL BE BILLED FOR THE COST OF THE BOOK PLUS FINE AND REPLACEMENT FEE.

THIS IS THE ONLY OVERDUE NOTICE YOU WILL RECEIVE

PLEASE PRINT

I.D. # 430-72-0147

NAME Ima Hagg

MAILING ADDRESS P.O. Box 1980

Fayetteville, Ar 72701

DO NOT WRITE ABOVE THIS LINE

STUDENT ☑ FACULTY ☐ STAFF ☐ OTHER ☐

BF 575 L3 G7

Greig, J.Y.T.

Psychology of laughter

DATE DUE

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HOW TO CHECK OUT A BOOK

Most books can be checked out for a standard two-week loan period and there is no limit on the number of books which you can check out. As long as no one else has requested a book which you have checked out and you do not owe a fine on the book, you can renew any loan by either coming by the Circulation Department or telephoning the library.

In order to check out a book, you first need to fill out a charge card. A charge card is a multi-page form which should be filled out by using a ballpoint pen or pencil and by pressing hard enough so that printing will be clear on all pages of the form. PLEASE PRINT. Charge cards can be found at the tables in front of the stairwells on Levels 1, 3, and 4, and also at the table in front of the Circulation Desk on Level 2.

For each book which you wish to check out, you need to provide four types of information on each card.

1. Copy the complete call number as it appears on the book. Also indicate the volume or copy number if there is one.

2. Indicate your status at the university (student, faculty, staff or other).

3. Copy the author's name and the title of the book as fully as space will allow.

4. Print your I.D. number, name, and mailing address with zip code.

An example of a correctly filled out charge card appears on page 25.

In order to check out a book you must have your current activity card and a picture I.D. or driver's license. Present the book which you wish to check out, the completed charge card, and your valid I.D. to the attendant at the Circulation Desk (Tour Stop Number 2). The attendant will check your I.D., stamp the date due on the charge card, and place the Brown Slip in the front of the book. The Brown Slip is one of the pages from the multi-page charge card. It indicates that the book has been properly checked out and allows you to pass by the guard when you leave the building with the book. It also reminds you of the book's due date. The Brown Slip must be kept in the book so that the records can be cleared when the book is returned to the library. A $1.00 fine is charged if the slip is lost.

You must either renew any loaned book or return the book to the library before the two week loan period is over or subsequently you will be fined 10¢ per day until the book is returned.

You should return books to the library by placing them in one of the Book Return slots located at the Circulation Desk. When the library is closed, you may return your books by placing them either in the Book Deposit located outside the building on the north side of the library entrance doors or in the drive-up book drop in Reserve Parking Lot 5 to the northeast of the Chi Omega Greek Theatre.

WHAT TO DO IF THE BOOK IS NOT THERE

If you have a call number for a book and you have gone to the stacks and are unable to find it under its call number, there are several things which you can do.

1. Check to be sure that you have copied the call number exactly as it appeared in the card catalog and be certain to make a note of any special location symbol, such as "Ref," "OV," "Fine Arts," or "Spec Coll."

2. Check the shelves immediately around the correct location. It is possible that someone mistakenly reshelved the book near, but not in, its correct location.

3. Check the blue shelf areas located at the end of each row of shelves and check the tables and study areas nearby. The library requests that users not reshelve books, but instead leave them out for student assistants to collect and reshelve accordingly.

4. Check the temporary shelves in the front of each bay. The first row in each bay is reserved for books which are placed there until they are shelved under their call number in that bay. (See floor maps on pp.3-4.)

5. Check at the Circulation Desk. They can tell you if a book is checked out by someone else or at the bindery for repair. If it is supposed to be in the stacks, the Circulation Department will continue to search for the book and will contact you if they find it.

ASSIGNMENT FIVE

LOCATING & CHECKING OUT BOOKS

DIRECTIONS: Go into the stacks and find the books which have the call numbers that are listed in Column A. Choose the correct title. If the book from Column A is not on the shelf, find the substitute book from Column B.

	Column A		Column B	
11.	PS 3531 H5 C65	A. The Conflict B. The Cause C. The Capture	AP 4 S432	A. Scrutiny B. Security C. Savings
12.	JS 1239 L3	A. I Want More B. Gimme C. Loop Holes	G 600 A695	A. Antarctic B. Arctic C. Australia
13.	QL 425 G7 T28	A. Shelled Fish B. Salt Water Clams C. British Mollusks	TN 23 U612	A. Uranium Yearbook B. Mining Yearbook C. Minerals Yearbook

Fill out a charge card for any book from the library. You do not have to use a book listed above. Staple it to this page in the area provided just below. A stapler is available at the Circulation Desk. See the sample charge card on the previous page.

CHAPTER SIX

PERIODICAL INDEXES

Periodicals are an important part of the resources available in Mullins Library. The term periodical is used to describe any publication which is issued on a regular and continuing basis. Often you will hear people refer to periodicals using the terms magazines, journals, or serials. The term magazine usually refers to a general interest or popular periodical, and the term journal usually refers to a more specialized or scholarly periodical. The term serial is a very broad term which encompasses any publication that is issued on a continuing basis whether it is regular (daily, weekly, monthly, etc.) or not.

Periodicals often are the best sources which you can use to find information on subjects which interest you. Current issues of periodicals usually contain the most up-to-date information on many subjects. Old issues of periodicals are valuable for obtaining contemporary views on events and subjects as they developed. In many instances books have not been written on certain subjects, and the only location where you can find information will be in periodical articles. Also, since periodical articles tend to be somewhat brief, they often are the quickest and most efficient sources of information.

When you want to find periodical articles on any particular subject, you first should go to a periodical index which will inform you precisely where articles can be found on the subject. Although there are different periodical indexes covering practically every area of study, most indexes are arranged in basically the same format. The subject headings are usually arranged in alphabetical order along the extreme left-hand margin of each page. Under each subject heading will be a list of periodical articles concerning the subject. Each individual entry for a periodical article is referred to as a citation, and it provides the information necessary to fully identify the article. Each citation will give the title of the article, the author of the article if there is one, the title of the periodical in which the article appears, the volume number of the periodical, the pages where the article is located, and the date of the issue of the periodical. A list of abbreviations used in the citation as well as instructions on how to use each index will appear in the front pages of each index.

The following is an example of a citation from one index under the subject MUSEUMS:

MUSEUMS
The Kentucky Horse Park and
International Museum of the
Horse. M. Grosswirth.
il Sci Digest 86:60-3
N '79.

There are three abbreviations in the sample citation which you would need to decipher. By turning to the front pages of the index you would discover that il means illustrated, that Sci Digest is the abbreviation for the periodical Science Digest, and that N '79 means November, 1979. Therefore the sample citation would be translated as follows:

An illustrated article on the subject of museums with the title "The Kentucky Horse Park and International Museum of the Horse," was written by M. Grosswirth and appeared in the periodical Science Digest in volume 86 on pages 60 through 63 of the November, 1979 issue.

SPECIAL PERIODICAL INDEXES

There are a large number of periodical indexes, and depending on what subject you are interested in finding periodical articles about, one periodical index may be better than another. The following periodical indexes are used often, but you must be aware that there are many more indexes covering practically all areas of study. Whenever you need help in using an index or finding the best index for your subject, feel free to ask for help at the Reference Desk.

Readers' Guide to Periodical Literature. (Tour Stop Number 10)
Indexes many general interest and popular magazines.

Social Sciences Index (Index AI 3 S62)
Called International Index from 1907 to 1964 and Social Sciences & Humanities Index from 1965 to 1974, this index covers scholarly journals in the social sciences (psychology, sociology, etc.).

Public Affairs Information Service Bulletin (Index Z 7163 P9)
An important index in the social sciences which covers periodicals, pamphlets, books, government documents, and reports.

Humanities Index (Index AI 3 H85)
Separated from Social Sciences & Humanities Index in 1974, this index covers scholarly journals in the humanities (literature, fine arts, etc.).

Business Periodicals Index (Index Z 7164 C81 B983)
The best overall index covering periodicals related to business and finance.

Applied Science and Technology Index (Index Z 7913 I7)
A good subject index to topics in the fields of science and technology.

ASSIGNMENT SIX

PERIODICAL INDEXES

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7) to complete this assignment. The indexes are in call number order on the short shelves which run the entire length of the room.

Reference tools necessary to complete this assignment are:

Social Sciences and Humanities Index (Index AI 3 R49)
Readers' Guide to Periodical Literature (Tour Stop Number 10)
Public Affairs Information Service. Bulletin (Index Z 7163 P9)

14. Look in the Social Sciences and Humanities Index, volume 26, covering April 1972 to March 1973 under the subject Decision Making. The first article indexed is from what journal?

A. Social Forces

B. Journal of Political Economy

C. Thought

D. Isis

15. Look in Readers' Guide to Periodical Literature, volume 35, covering March 1975 to February 1976 under the subject Official Secrets. What is the title of the first article indexed?

A. The CIA: fact and fallacy

B. Can we tell?

C. Assassination of President Kennedy

D. National guard secrets

16. Look in the Public Affairs Information Service Bulletin, volume 58, covering October 1971 to September 1972 under the subject Malnutrition. Who is the author of the first article indexed?

A. Pedro Belli

B. Maurice Catarino

C. Jim Scarborough

D. Robert Mauldrin

CHAPTER SEVEN

PERIODICALS

Once you have a citation to a periodical article that you want to read, you next need to find out if the library owns that issue of that particular periodical. By using both the Periodicals List (Tour Stop Number 11) and the Card Catalog (Tour Stop Number 3) you can find out which periodicals and which issues of each periodical are owned by the library. The Periodicals List contains entries in alphabetical order of all of the periodicals to which the library currently subscribes, and the Card Catalog, besides containing entries for all of the books owned by the library, also contains entries for all of the periodicals that are owned by the library but which are no longer published or are no longer subscribed to by the library.

PERIODICALS LIST

The Periodicals List is an alphabetical list of all of the magazines, journals, and newspapers currently received by the library. To the left of each magazine title will be either the magazine's call number or a special location symbol for a branch library. The periodicals that have call numbers are shelved with the books in the general book stacks in Mullins Library and can be located by using the same Locations Note used for finding books which was discussed in Chapter Five. Directly under each title will be a statement of the volumes and years of that magazine which are owned by the library. Both the volume number and the year will be followed by a dash and then a blank space. The dash followed by a blank space means that the library owns every issue of that magazine since the given date and volume number up to the present time.

The library has placed the current issues (usually the last two years) of many of the more frequently used magazines in the Reserve Room (Tour Stop Number 18). These selected magazines are arranged in call number order around the room. For any magazine which has its current issues displayed in the Reserve Room, you will find the statement "CURRENT ISSUES IN RESERVE ROOM 226" located directly below the magazine's title and holdings information in the Periodicals List. If there is no such statement located directly below the magazine's title and holdings information, all issues of that magazine will be kept in the general book stacks under the call number which appears to the left of the magazine's title in the Periodicals List.

The following three periodical titles are examples taken from the Periodicals List:

LAW LIB	LAW & HOUSING JOURNAL
	V.5- 1977-
F 1601	CARIBBEAN QUARTERLY
C3	V.1- 1949-
PN 1010	THE POETRY REVIEW
P7	V.1- 1912-
	CURRENT ISSUES IN RESERVE ROOM 226

From the sample list you can see that all issues from volume 5 (1977) to date of the Law & Housing Journal are owned by the library system and are kept in the Law Library. You also can see that all issues of the journal Caribbean Quarterly are owned by Mullins Library and are kept under the call number F 1601 C3. By using the Locations Note which was discussed in Chapter Five, you would find that this journal therefore is shelved on Level 3 in Bay 2. From the sample list you also can see that all issues of the journal The Poetry Review are owned by Mullins Library, that the current issues of the journal are kept in the Reserve Room, and that the old issues are kept in the general book stacks under the call number PN 1010 P7.

DEAD TITLES IN THE CARD CATALOG

The Card Catalog (Tour Stop Number 3), besides having entries for all of the books owned by the library, also contains entries for all of the periodicals owned by the library. The card catalog entries for periodicals, however, do not always give our holdings. The printed dates on the cards are the official publication dates of the periodicals. In some cases, but not all, our holdings information has been added by pencil to the cards. Since the Periodicals List always gives the library's holdings and also gives information concerning the location of current issues, you should use the Periodicals List instead of the card catalog if you are looking for a magazine which is currently received by the library. You must use the card catalog, however, for information about magazines that the library considers "dead."

"Dead titles" refers to periodicals that have ceased publication (died); to periodicals that are no longer received by the library (essentially dead in relation to the library's continuously growing periodicals collection); and to periodicals that have changed titles (the old title has died and only the current title is entered on the Periodicals List). For a periodical that has changed its title the card catalog entry will refer you from one title to the new or old title. In order to locate the library's holdings of any dead periodical you should check the left-hand corner of the card catalog entry where you will find either a call number or a microfilm number. If the periodical has a call number you can locate all issues by looking in the general book stacks under the call number. If the periodical has a microfilm number (e.g., Film 43 Reel 19), or call number with "Microfilm" or "Microfiche" written above it (e.g. Microfiche AP2.P692), you will need to copy the number and go to the AudioVisual Room (Tour Stop Number 21) where you must use a special microfilm reading machine to view issues of that periodical.

Therefore in order to be certain whether the library owns any issues of any particular periodical, you may have to check both the Periodicals List and the Card Catalog under the periodical's title. If you have any problem using the Periodicals List or in searching for periodical titles in the Card Catalog, ask for assistance at the Workbook Service Desk or the Reference Desk.

ASSIGNMENT SEVEN

PERIODICALS

DIRECTIONS: Look up the following journal in the Periodicals List (Tour Stop Number 11). Answer the next three questions.

Title of journal to be looked up: American Imago

17. Where are the most current issues of this journal located?

A. Reserve Reading Room

B. In the general book stacks under its call number

18. What is the call number?

A.	B.	C.	D.
BF	BF	BF	BF
171	173	175	177
A3	A2	A4	A3
A65	A55	A63	A17

19. The library owns which years of this journal?

A. 1954 to date

B. 1976 to date

C. 1978 to date

D. 1975 to date

DIRECTIONS: You have finally finished writing a report that you have been assigned. While you are finishing your footnotes and bibliography you suddenly realize that you have lost part of the information concerning one of the journal articles which you are using in your report. You lack the title of the article and the author's name. All that you have is the following:

New Statesman, v.92, July 9, 1976, p. 40

Using the Periodicals List or the Card Catalog obtain the call number for this journal. Next, locate the bound volumes of the journal in the general book stacks. When you have found the correct volume and page(s) of the article, answer the following question.

20. What is the title of the article, and who is the author?

A. "Spain's Dubious Matador," by William Chislett

B. "Tiny Tim,' by Russell Davies

C. "Brief Aubrey," by Mark Boxer

CHAPTER EIGHT

BOOK REVIEW INDEXES

The ability to find book reviews can be quite valuable to you during your college career. Often in your classes you will be required to read specific books and then to report on them either by writing your own book review or possibly through an essay type of test. If you can find reviews of your book which have been published in professional journals, you will be able to acquire valuable information and opinions related to the book. From book reviews you often can find discussions of the book's plot, character development, theme, the author's background and style, and the research involved in writing the book. Many times you can find excellent quotations which you can cite in your own review to support your arguments, or you might develop ideas on what information or what structure you should use in your own review. There are a number of different sources which you can use to find book reviews, but two of the more heavily used sources are Book Review Digest (Index Z 1219 C96) and Book Review Index (Index Z 1035 A1 B6).

BOOK REVIEW DIGEST

Book Review Digest is arranged alphabetically by the author's last name with a subject and title index in the back of each volume. Under each book listed, Book Review Digest provides a brief quotation which explains the subject content of the book, followed by several short excerpts from the reviews to give you an idea of what the reviewers' reactions were to the book. Citations to the book review sources will give an abbreviation of the journal title, the volume number, the page number on which the review begins, the date, and an indication of the number of words used in the review. An example of a citation from Book Review Digest follows:

Am Hist R 69:176 O'63 650 W

As in the periodical indexes, Book Review Digest lists in the front of each volume the journal title abbreviations with their full titles. Therefore by looking in the front of the volume you would discover that the title of this journal is the American Historical Review. In this case the book review appeared in the American Historical Review in volume 69 on page 176 in the October, 1963 issue and is 650 words in length.

BOOK REVIEW INDEX

Book Review Index is also arranged alphabetically by the author's last name, and it has a title index in the back of each volume. This index does not provide short quotations from the reviews like Book Review Digest, but it does tend to list more sources for reviews. Citations to the book review sources will include an abbreviation of the journal title, the reviewer's name if one is given, the volume number, the date, and the page on which the review begins. An example of a citation from Book Review Index follows:

Jnl Am Hist - K.K. Bailey - V53 - Mar 67 - p. 852

Again you would turn to the front of the volume to find the list of the journal title abbreviations with their full titles. You therefore would find that this book review which was written by K. K. Bailey appeared in the Journal of American History in volume 53 on page 852 of the March, 1967 issue.

Before you begin looking for book reviews, it is important that you know the year that the book was first published. Book reviews normally appear during the year, or possibly the following year, that the book is published. In beginning your search for book reviews, look first in the volume that corresponds to the year that the book was published. If no reviews are listed, check the volumes for one or two years after the date of publication. There are a number of other sources besides Book Review Digest and Book Review Index which can be very useful in obtaining citations to book reviews. If you ever have a problem finding book reviews, always feel free to ask for assistance at the Reference Desk.

ASSIGNMENT EIGHT

BOOK REVIEW INDEXES

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7) and find the following indexes:

Book Review Digest (Index Z 1219 C96)

Book Review Index (Index Z 1035 A1 B6)

You are assigned a book to read, and you would like to check reviews that were written about this book.

Title of book: Robert Kennedy and His Times

Author of book: Arthur M. Schlesinger

Year it was published: 1978

21. How many reviews of this book did you find listed in Book Review Index?

A. twenty

B. sixteen

C. one

D. thirty-six

22. On what page(s) did you find the reviews of this book in Book Review Digest?

A. 1276

B. 108

C. 1158

D. 1095

23. Which Index provides a summary of the book as well as excerpts from book reviews?

A. Book Review Digest

B. Book Review Index

CHAPTER NINE

NEWSPAPERS AND NEWSPAPER INDEXES

Newspapers are daily or weekly periodical publications, but since there are so many newspapers, they are treated as a special group. The library's current newspaper holdings are interfiled alphabetically with the other periodical publications in the Periodicals List (Tour Stop Number 11). Dead titles--those newspapers which have ceased publication or are no longer subscribed to by the library--are listed in the card catalog and can occasionally be found in the Periodicals List as well.

PERIODICALS LIST

For those newspapers which are entered on the Periodicals List, current issues are kept in the hanging racks in the Reserve Room (Tour Stop Number 18). The most recent single issue of each newspaper is kept in the short hanging racks, while the tall hanging racks behind the Reserve Desk contain back issues up to several months old. If the library maintains a permanent collection of the back issues of any of the newspapers on display, you will find a microfilm number (or call number with the word "Microfilm" written above it) appearing to the left of the newspaper's entry on the Periodicals List. Old issues of newspapers are kept on microfilm, and as the library receives the microfilm copies it discards the old paper copies of the newspapers. The library does not keep permanent back files for some of the newspapers to which it currently subscribes, but instead it keeps old copies only for a few months. It then discards them at the end of a specified period of time which is indicated in the newspaper's entry on the Periodicals List.

DEAD TITLES IN THE CARD CATALOG

As with magazines and journals, you should use the Periodicals List if you are looking for a newspaper that is currently received by the library. You should also use the card catalog, however, for information about newspapers that the library considers dead (those that have ceased publication or are no longer received by the library). Entries for newspapers are placed in the card catalog by the title of the newspaper. The printed dates appearing below the titles on the cards are not indications of which years are owned by the library. The printed dates are the official publication dates of the newspapers. In most cases our holdings information, however, has been added to the cards by pencil. In the left-hand corner of each card you will find a microfilm number (or call number with the word "Microfilm" written above it). In order to view issues of any particular newspaper you will need to copy the microfilm number or call number and go to the AudioVisual Department (Tour Stop Number 21) where you must use a special microfilm reading machine.

NEWSPAPER INDEXES

Newspapers, like magazines and journals, are excellent sources of information on practically any subject. Current issues contain some of the most up-to-date information on many subjects. Old issues are valuable for obtaining contemporary accounts of events and subjects as they developed.

Mullins Library owns indexes to several of the more important newspapers to assist you in quickly finding exact citations to newspaper articles on particular subjects. Some of these indexes follow:

New York Times Index; 1851-
(Index AI 21 N44)

The Times Index (London); 1790-
(Index AI 21 T46)

Wall Street Journal Index; 1955-
(Index HG 1 W26)

Arkansas Gazette Index; 1819-1849, 1964-
(Index AI 21 A75)

The Reference Department also maintains a special multinewspaper index called the Arkansas Newspaper Index. This index actually is in a card catalog format arranged alphabetically by subject. The Arkansas Newspaper Index very selectively covers such Arkansas newspapers as the Arkansas Gazette, Northwest Arkansas Times, Springdale News, Arkansas Traveler, Grapevine, and others.

The New York Times is perhaps the most important newspaper in the library's microform collection because of its extensive coverage of national and international news. It also gives excellent coverage to cultural events through its book, theatre, film, dance, and art reviews. The New York Times Index is a carefully made subject index which gives exact citations to articles in the New York Times. The subjects are arranged alphabetically, and under each subject heading you will find entries for newspaper articles in chronological order. Each entry will give a brief sentence or two describing what the article discusses. The description of the article will be followed by either an S, an M, or an L in parentheses which merely indicates whether the article is short, medium, or long. This indication will be followed by the exact citation to the date, page, and column number where the article can be located.

A sample entry from the New York Times Index for 1977 appears below:

ARIZONA Republic (Newspaper). See also Crime – Arizona. Mr 15. Murders – Arizona. Bolles, Don (?-1976). Ja 13.14. News – U.S. Mr 15. Je 4.
ARIZONA State University. See also Baseball – College. Je 20. Colls – U.S. – Student Activities. O 26. Football – Bowl Games, Fiesta Bowl. D 25.26. Track – U.S. – College. My 1.
ARIZONA Tomorrow Inc. See also Arizona. Mr 8.
ARKANSAS
Former Gov Orval E Faubus is working as teller in First Natl Bank of Huntsville to make ends meet; por (S). Mr 23. III.2:4.
Elections
US Sen John L McClellan announces he will not seek re-election after current term ends in Jan '79; has been in office 35 yrs (S). N 22.31:4; McClellan dies in his sleep at age 81; his announcement last wk that he would not seek re-election next yr triggered scramble for his seat; among those who have expressed interest in race next yr are Gov David Pryor and state's 3 Dem Reprs, Bill Alexander, Jim Guy Tucker and Ray Thornton; under state law, Pryor must appt successor for remainder of this Cong (S). N 29.40:1.
Norma McClellan, wife of late Sen John L. McClellan, declines offer by Gov David Pryor to fill remaining 13 mos of Sen's term (S). D 4.25:6; Kaneaster Hodges Jr to serve remainder of term; is expected to be candidate for Sen seat in '78 (S). D 11.26:6; sworn in; illus (S). D 13.16:3.
ARKANSAS, University of. See also Colls – U.S. – Equal Educ. Jl 10. Football – Bowl Games, Orange Bowl. D 23.30, 31. Football – Coll. Ja 8.
ARKANSAS Power & Light Co. See also Elec Light – Arkansas. Ag 23.
ARKANSAS River. See also Indians. My 26.
ARKAY Electromatic Corp. See also Credit (Gen'l) – U.S. – Consumer Credit. Jl 4. Language – English Language. Jl 4.
ARKEBAUER, Jerry. See also Glass. F 7.
ARKHVADZE, Manana. See also USSR – Georgian Soviet Socialist Republic. Ag 8.16.
ARKOFF, Samuel Z. See also Motion Pictures – Festivals, Cannes Film Festival. My 18.

Notice the citations under "Arkansas". The New York Times covers most major events, and many not so major events, in all of the other states. You can see that the article on Faubus is short in length and appeared in the March 23, 1977 issue in section three on page 2 in column 4. The year is not given in the date citation, but since the index is bound in annual volumes, all of the articles in each volume are from the same year (in this case 1977). All you need to do is check the cover of the volume to obtain the year. The Sunday edition of the New York Times is so large that it is divided into sections, and these sections are indicated by Roman numerals. Therefore the Roman numeral III in this citation refers to section three. Keep in mind that only articles from the Sunday or special editions of the New York Times will have Roman numeral section numbers; articles from regular daily issues of the paper will not have section numbers. An example of an article which does not have a section number in its citation is the first article appearing under the subject heading "Arkansas-Elections". From the entry you can see that the article on John McClellan's announced retirement is short in length and appears in the November 22, 1977 issue on page 31 in column 4. Also notice that the "See also" reference under "Arkansas Power and Light Co." directs you to an article concerning that company that is indexed under the subject heading "Electric Light and Power--Arkansas" and dated August 23. There are also several cross references under "Arkansas, University of".

After you have used the New York Times Index to obtain citations to the newspaper articles which you wish to read, you next need to go to the Periodicals List or the Card Catalog to obtain the microfilm number for the New York Times. There you would find that the New York Times is Film #7. Finally you would need to go to the Audio Visual Room to obtain the microfilm and to use a microfilm reading machine in order to read the article.

ASSIGNMENT NINE

NEWSPAPERS AND NEWSPAPER INDEXES

DIRECTIONS: Go to the Card Catalog (Tour Stop Number 3) and answer the following question.

24. What is the microfilm number for the following newspaper? _____

Hot Springs New Era (Hot Springs, Arkansas)

A. 504

B. 466

C. 214

D. 67

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7) and find the New York Times Index (Index AI 21 N44) and answer the following question.

You want to read a contemporary newspaper article about an important social issue. Look in the New York Times Index under the topic,

Joy Manufacturing Company

for an article which appeared on January 13, 1956

25. On what page and column of the New York Times newspaper did the article appear?

A. page 8 column 3

B. page 26 column 6

C. page 10 column 8

D. page 31 column 2

CHAPTER TEN

AUDIO VISUAL

The Audio Visual (AV) Room (Tour Stop Number 21) is where the library maintains its microform, record album, cassette, and reel-to-reel tape collections. So that you may view these microforms and listen to these albums and tapes, all of the necessary equipment also is available in the AV Room. A card catalog which lists all the different items maintained in the AV Room is located immediately to your left when you enter the room. The AV service counter is located immediately to your right as you enter the Audio Visual Room, and you should ask for assistance there whenever you need help using the audio visual materials. Since identification is required to use some of the audio visual materials, you should have your student I.D. and current activity card with you when you plan on using the AV Room.

Newspapers, magazines, books, college catalogs from other schools, special reports, and other items which are in microform comprise a very important portion of the library's information resources. Approximately 10% of the library's holdings are maintained in microform. The term microform encompasses anything that is in microformat--microfilm, microfiche, microcard, or microprint. Microfilm is a photographic record of images (printing, drawings, photos, etc.) on a reduced scale that is stored on a roll of film. Microfiche is very similar to microfilm in that it is also a reduced photographic record of images, but microfiche is in the form of a rectangular sheet of film, not a roll of film. Microcards and microprints also are reduced photographic records of images. They also are rectangular sheets of film similar to the microfiche, but being opaque, the microcard and microprint require a special machine for viewing that is different from the microfiche reading machine.

Most of the microforms are stored in file cabinets. Due to the wide variety of the types of materials that are kept in microform, the library uses several different classification systems to arrange the microforms. The microfilm copies of newspapers are kept in numerical order under assigned film numbers or call numbers. Other microform collections are arranged in their file cabinets by various other classification systems. If you ever need help in finding or using the microforms, always feel free to ask for assistance at the AV service counter.

Whenever you need any of the microfilms, you can go to the file cabinets and retrieve the microfilm which you want. Whenever you need any of the microfiche, microcards, or microprints, however, you must ask an AV attendant to retrieve them for you. Once you have obtained any of the microforms, DO NOT REFILE THE MICROFORMS. When you are finished with any of the microforms, always leave them on the table by the door to the microform room so that the library's student assistants can collect all materials and refile them accordingly.

Besides the collection of microforms, the library also maintains its collection of record albums, cassettes, and reel-to-reel tapes in the Audio Visual Room. Most of the albums and tapes in this collection are materials used to support several of the classes in the University's Music Department. There is a special headphone listening area available in Audio Visual. In order to listen to any of the albums or tapes, you first must check out a set of headphones from the service counter in the

AV Room. You should inform the attendant at the service counter the call number of the album or tape you wish to hear; he/she then will issue you the headphones and instruct you to plug your headphones into one of the stations in the listening area.

Tapes which are used in the foreign language classes are not available in the AV Room; they are available only at the special foreign language listening lab located in the Communications Building. Copies of these tapes, as well as your own tapes or records, cannot be played in the AV Room.

ASSIGNMENT TEN

AUDIO VISUAL

DIRECTIONS: Go to the Audio Visual Room (Tour Stop Number 21). After you enter the AV Room, the second door on your left will have next to it the number 107F and the small sign "Microforms." Enter the Microforms Room, and here you will see a number of file cabinets in which the microforms are stored. On the outside of each file cabinet drawer is a card which indicates what materials are stored in each drawer, The first few file cabinets contain the microfilm copies of the New York Times which is designated as Film 7. Find the drawer that has the date coverage that includes the New York Times issue for February 16, 1949. When you open the drawer you will find a number of small cardboard boxes. Each box contains one roll of microfilm. The dates of the issues contained on each roll of film are indicated on the top of each box. Within each drawer the boxes are arranged in chronological order. Retrieve the roll of microfilm which contains the issue for the date given above. Take this roll of microfilm to the AV service counter. Show the attendant your roll of microfilm and ask him/her to stamp your workbook below. DO NOT REFILE THE FILM. After your workbook is stamped, place your roll of microfilm on the table located to the left of the AV service counter.

_____

AV STAMP

CHAPTER ELEVEN

ENCYCLOPEDIAS

A general encyclopedia is often an excellent place to find basic facts on a subject or to begin research on a subject. Its range of coverage is all general knowledge, and it can provide a good general overview of many subjects. Although usually arranged alphabetically by subject, most encyclopedias also have a comprehensive index to key terms located in the last volume of the set. Most encyclopedias also provide at least a brief bibliography at the end of most articles which can direct you to further readings on your subject.

Four of the more useful general encyclopedias follow:

Academic American Encyclopedia (Ref AE 5 A23 1981)
A new encyclopedia first published in 1981, the Academic American is a well written and amply illustrated general encyclopedia. There are numerous cross references and bibliographies to direct the inquisitive user to additional information on the subject being investigated.

Encyclopedia Americana (Ref AE 5 E333 1982)
A good, comprehensive encyclopedia for general use, this encyclopedia also is a particularly strong source for information on the Americas, especially American cities.

Collier's Encyclopedia (Ref AE 5 C683 1983)
Usually not quite as detailed as the three other encyclopedias listed here, Collier's is, however, a good source which is easy to read and understand.

Encyclopaedia Britannica (Ref AE 5 E363 1982)
Usually the most detailed of the general encyclopedias, Britannica has now changed its format. It is now divided into two sets--the Micropaedia and the Macropaedia. The Micropaedia serves both as a ready reference source with brief information on subjects and also as an index to the more detailed discussions of subjects appearing in the Macropaedia. Also the set has a single, unnumbered volume called the Propaedia. The Propaedia serves as an outline of human knowledge arranged by major subjects and refers the user to more detailed discussions located in the Macropaedia.

Special Encyclopedias

In addition to the general encyclopedias which cover the broad field of general knowledge, there are many special encyclopedias which concentrate on specific subject fields. Articles in these works are more detailed than those in general encyclopedias, and special encyclopedias can be quite useful for information to be used in speeches or short reports in specific subject areas.

Several examples of specialized encyclopedias follow:

Encyclopedia of Education (Ref LB 15 E45)

Encyclopedia of Philosophy (Ref B 41 E5)

International Encyclopedia of the Social Sciences (Ref H 41 E6 1968)

McGraw-Hill Encyclopedia of Science and Technology (Ref Q 121 M3 1982)

Encyclopedia of World Art (Ref N 31 E533)

McGraw-Hill Encyclopedia of World Drama (Ref PN 1625 M3)

New Grove Dictionary of Music and Musicians (Ref ML 100 N48)

Grzimek's Animal Life Encyclopedia (Ref QL 3 G7813)

Encyclopedia of the Third World (HC 59.7 K87)

Dictionary of American History (Ref E 174 D52 1976)

The Encyclopedia of Southern History (Ref F 207.7 E52)

Encyclopedia Judaica (Ref DS 102.8 E496)

New Catholic Encyclopedia (Ref BX 841 N44 1967)

Encyclopedia of Islam (Ref DS 37 E5)

Encyclopedia of Bioethics (Ref QH 332 E52)

International Encyclopedia of Veterinary Medicine (Ref SF 609 I61)

Encyclopedia of Chemical Technology (Ref TP 9 E685)

Reader's Encyclopedia of the American West (Ref F 591 R38)

Encyclopedia of World War II (Ref D 740 S57)

ASSIGNMENT ELEVEN

ENCYCLOPEDIAS

DIRECTIONS: Go to the Reference Collection (Tour Stop Number 8) and locate the two encyclopedias necessary to answer the following two questions. All of the works in the Reference Collection are in call number order.

26. Using the Collier's Encyclopedia (Ref AE 5 C683 1983) find out:

With what was the art movement of Impressionism primarily concerned?

A. The extravagant beauty of Nature

B. The violent brutishness of men

C. The mystic dimension of the subconscious

D. The fleeting momentary aspects of life

27. Using the Encyclopedia of Philosophy (Ref B 41 E5) find out:

Who is generally recognized as the formulator of Dynamism?

A. Richard Selakovitch

B. Leszak Papblovsky

C. Rudjer Boscovich

D. Ivan Grozny

CHAPTER TWELVE

DICTIONARIES

In your college studies you undoubtedly will encounter words which are new to you or which you don't fully understand. Whether these terms are ancient, modern, scientific, slang, or in a foreign language, you should be able to find definitions of the terms by consulting the dictionaries that are available in the Reference Department.

Arranged alphabetically, dictionaries provide information about the spelling, pronunciation, and meaning of words. Some dictionaries also discuss the usage, history, and derivation of words. Unabridged dictionaries attempt to include every word in the language. Two excellent unabridged dictionaries for the English language are:

The Oxford English Dictionary. 12 Vols.
(Ref PE 1625 M7 1933)

Webster's Third New International Dictionary
(Ref PE 1625 W36)

As well as the unabridged dictionaries, there are several abridged dictionaries (also called desk dictionaries) which are available in the Reference Department and the general book stacks. The abridged dictionaries usually contain only the more commonly used words and definitions. Some of the better known desk dictionaries in the English language are:

American Heritage Dictionary of the English Language
(Ref PE 1625 A54)

The Concise Oxford Dictionary
(Ref PE 1628 F6 1976)

Webster's New World Dictionary
(Ref PE 1628 W5632)

In addition to the English language dictionaries there are many English/foreign language dictionaries. These are usually one volume books with an English/foreign language arrangement in one half and a foreign language/English arrangement in the other half. Among the better known ones are:

Cassell's Latin Dictionary
(Ref PA 2365 E5 C3)

Cassell's Italian Dictionary
(Ref PC 1640 C33)

Cassell's French Dictionary
(Ref PC 2640 C3)

Cassell's Spanish-English, English-Spanish Dictionary
(Ref PC 4640 C35 1978)

Langenscheidt's New Murat-Sanders Encyclopedic Dictionary of the English and German Languages
(Ref PF 3640 L257)

Also there are a large number of specialized dictionaries available which provide definitions of the terminology used in special subject areas. The definitions are usually more comprehensive or detailed than those in a general dictionary and emphasize the specialized vocabulary and definition applicable to the field. You can locate this kind of dictionary by going to the Card Catalog and looking up the desired subject heading with the subdivision "Dictionaries" (for example MEDICINE--DICTIONARIES, SOCIOLOGY--DICTIONARIES, etc.). Some examples of subject specialty dictionaries follow:

Dictionary of American Slang (PE 2846 W4 1975)

Dictionary of Slang & Unconventional English (Ref PE 3721 P3)

Dictionary of the Underworld (Ref PE 3726 P3)

Dorland's Illustrated Medical Dictionary (Ref R 121 D73)

Modern Dictionary of Sociology (Ref HM 17 T5)

Dictionary of Literary Terms (Ref PN 41 C83)

Dictionary of Classical Literature & Antiquities (Ref DE 5 P36)

Dictionary of Economics & Business (Ref HB 61 N45 1978)

Dictionary for Accountants (Ref HF 5621 K6 1975)

Dictionary of Advertising Terms (Ref HF 5803 T37 1977)

Black's Law Dictionary (Ref KF 156 B458)

Dictionary of American History (Ref E 174 D52 1976)

The Civil War Dictionary (Ref E 468 B7)

ASSIGNMENT TWELVE

DICTIONARIES

DIRECTIONS: Go to the Workbook Service Desk (Tour Stop Number 6B) and find the dictionaries necessary to answer the next three questions.

28. Using one of the English language dictionaries find the meaning of the word setaceous.

A. bristly

B. minimal

C. encouraging

29. You are reading a modern American novel in which the author continuously repeats the slang word prig. What is the meaning of the word?

A. snob

B. prudish person

C. steal

30. Using the appropriate foreign language-English dictionary, give the meaning of the Italian word rumore.

A. fall

B. noise

C. rumor

D. rough

CHAPTER THIRTEEN

BIOGRAPHICAL INFORMATION

Often during your college career you will need to find information about people. If you choose to write a term paper about a person, you will need to find a great deal of biographical information about your subject. Should you be writing a review of a book which you have read, you might need only some brief facts about the author to show your awareness of the author's basic background in relation to his writings. Whether you need a lot of information or only a few brief facts, there are a large number of sources which you can use to find biographical information about people.

By going to the Card Catalog you sometimes can find a book-length biography on an individual. In this situation, look under the person's last name and find cards with the person's name as a subject heading (those with the name appearing in all capital black print or in red print). You can use most periodical indexes to find magazine or journal articles about people, but the best overall index in this area is Biography Index (Index Z 5301 B5). Besides books and periodical articles, there are many other reference works which provide biographical sketches varying in length from a few sentences up to several pages. If you ever have a problem finding biographical information on anyone, always feel free to ask for assistance at the Reference Desk.

Some good examples of general biographical reference sources follow:

Biography Index (Index Z 5301 B5)
A guide to biographical information in books and periodicals, this index covers individuals of all nations and time periods. This is one of the best places to start your research if initially you know nothing about the individual.

Webster's Biographical Dictionary (Ref CT 103 W4)
Brief general biographies of approximately 40,000 persons are presented along with a pronunciation of each person's name.

Current Biography (Ref CT 100 C8)
Published monthly and bound into annual volumes, this reference work provides biographies of contemporary figures who are notable or newsworthy.

When biographical reference works cover famous people of one particular nation, they are referred to as "national biographies." Some examples of national biographies follow:

Dictionary of National Biography (Ref DA 28 D47)
The most important reference work for English biographies, the DNB, as it is often referred to, provides reliable and informative articles on notable individuals from the British Isles and the Colonies who are dead. At present the DNB covers those notable Britishers who died before 1961.

Dictionary of American Biography (Ref E 176 D563)
The American counterpart to the British DNB, the DAB provides informative articles on notable Americans who died before 1956.

Who's Who in America (Ref E 663 W56)
This is the standard dictionary for brief biographical information on notable living Americans.

Often biographical reference works will limit their coverage only to people from specific occupations or subject classifications. There usually is a "Who's Who" or other biographical source for most fields of specialization. The following sources are just two good examples of biographical information sources covering people from particular professional disciplines.

Contemporary Authors (Ref PN 451 C6)
This is one of the best biographical sources for information on living authors from across the world, giving personal data, career achievements, and a list of their works.

American Men and Women of Science (Ref Q 141 A47)
This reference work includes brief biographies of practicing American scientists who have made significant contributions in various scientific disciplines.

ASSIGNMENT THIRTEEN

BIOGRAPHIES

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7) and find Biography Index (Index Z 5301 B5).

Using the Biography Index find a magazine article about _____ Jaromir Funke _____ published between Sept. 1976 and Aug. 1979.

31. What is the title of the magazine in which you can find an article about this person?

A. Art in America

B. Camera

C. Craft Horizons

DIRECTIONS: Go to the Workbook Service Desk (Tour Stop Number 6B) and find Webster's Biographical Dictionary.

32. What is the date of birth of Saint Francis Xavier ?

A. 1498

B. 1506

C. 1512

CHAPTER FOURTEEN

ALMANACS AND STATISTICAL SOURCES

Almanacs are annual publications which contain a great deal of useful or otherwise interesting facts. They often contain a large amount of statistical information covering such subjects as population, business, agriculture, mineral production, and sports. They usually have a section which describes important events that occurred throughout the world during the year. Although all almanacs have indexes, some will have an index in the back, and others will have an index in the front. You should consult each almanac's index when looking for information on any particular subject.

Two of the most popular and best known general almanacs are:

World Almanac and Book of Facts (Ref AY 67 N5 W7)
Published annually since 1886, this almanac has an index in the front of the book.

Information Please Almanac (Ref AY 64 I55)
Published annually since 1947, this almanac has an index in the back of the book.

Statistical facts can be very useful and impressive information when they are included in a term paper or speech. If you can find statistics which support a viewpoint which you are taking, you can add a great deal of weight to your argument. You can find statistical information in a wide variety of publications. The United States Government publishes a large number of statistical information sources. One of the most useful sources for statistical information is:

Statistical Abstract of the United States (Ref HA 202)
Published annually by the U.S. Department of Commerce, this work contains the standard summary of the statistics on the social, political, and economic conditions of the United States. An index is in the back of the book.

ASSIGNMENT FOURTEEN

ALMANACS AND STATISTICAL SOURCES

DIRECTIONS: Use the most recent editions of the almanacs listed on the previous page and answer questions 33 and 34. Copies of these almanacs may be found at the Workbook Service Desk (Tour Stop Number 6B).

You made a bet with a friend....

33. What was the name of the horse who won the Kentucky Derby in 1927?

A. Osmand

B. Whiskery

C. Tim Tam

D. Swaps

34. Who won the Nobel Prize for Chemistry in 1906?

A. Henri Moissan

B. Paul Karrer

C. Robert Robinson

D. Lars Onsager

ASSIGNMENT FOURTEEN CONTINUED ON NEXT PAGE →

ASSIGNMENT FOURTEEN, Continued

DIRECTIONS: Use the Statistical Abstract of the United States to answer question 35. A copy may be found at the Workbook Service Desk (Tour Stop Number 6B).

After a class discussion on the changing weather patterns in the United States, you were asked to find some information about weather in various cities in the United States. Using the index at the back of the Statistical Abstract, look under the following subject:

Rainfall

35. How many inches of Rain fall annually in Miami, Florida?

A. Between 1 and 35 inches.

B. Between 35 and 45 inches.

C. Between 45 and 55 inches.

D. Between 55 and 65 inches.

CHAPTER FIFTEEN

MAPS, ATLASES, & GAZETTEERS

MAPS

Mullins Library has a rather extensive map collection which is maintained in the file cabinets located on Level 3 (Tour Stop Number 25). The Map Collection is comprised primarily of maps from the U.S. Geological Survey, U.S. Defense Mapping Agency, and various foreign agencies. Topographical, geological, and specialty maps cover the United States and selected foreign countries. If you wish to obtain any particular map from this collection, always feel free to ask for assistance at the Level 3 Librarian's Desk (Tour Stop Number 24) or the Reference Desk (Tour Stop Number 6A). The Reference Department also maintains a collection of state highway maps and maps of various cities from across the nation and the world.

ATLASES

An atlas is a collection of maps published in a book format. Atlases may cover all areas of the world or only certain sections of the world. Atlases may be current or historical, and they also may include special information in such forms as charts or tables. Most atlases will have an index to all geographic names (cities, towns, rivers, lakes, mountains, etc.) which are represented in its maps. Under each geographic name, the index will give the page or map number where the geographic name can be located. The index also will give page coordinates so that you can quickly find each geographic name on the maps. Usually the coordinate scheme will involve a letter and a number. Letters normally will appear in alphabetical order down the margins of the map and numbers will appear in numerical order across the top and bottom of the map. Therefore given a letter and a number, you can quickly pinpoint a certain area on the map by following down the margin of the map until you find your letter and by then going across the map until you find your number. By following this procedure you will be able to find the specific area of the map where your geographic name is located.

GAZETTEERS

Gazetteers are dictionaries of geographical names. They usually give brief information on places such as their location, area, population, geographic features, altitudes, etc. Cross references normally are provided under alternate spellings of names. Two of the more useful gazetteers are:

Webster's New Geographical Dictionary (Ref G 103 W45 1972)
Includes more than 47,000 geographical names from ancient history to the present.

Columbia Lippincott Gazetteer of the World (Ref G 103 L7 1952)
Includes approximately 130,000 geographical names with more than 30,000 cross references.

ASSIGNMENT FIFTEEN

MAPS, ATLASES, & GAZETTEERS

DIRECTIONS: Go to the Workbook Service Desk (Tour Stop Number 6B) and find the books necessary to answer the next two questions.

Find a copy of the Hammond Medallion World Atlas. Turn to the general index on pages 322 through 462. Locate the entry for _____ Bobonong, Botswana _____. Turn to the map on the page given in the index entry, find the coordinates indicated in the index entry, and pinpoint your place. Show the attendant at the Workbook Service Desk that you have pinpointed your assigned place and ask them to stamp your workbook below.

_____

STAMP

36. Find a copy of Webster's New Geographical Dictionary. Locate the entry for _____ Quevedo _____. What type of geographic place is it?

A. state

B. river

C. plateau

D. town

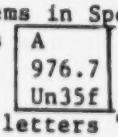
CHAPTER SIXTEEN

SPECIAL COLLECTIONS

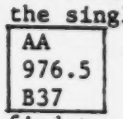
The library's Special Collections Department (Tour Stop Number 23) has the primary responsibility of acquiring, preserving, and providing access to a variety of materials concerning Arkansas's history, literature, and culture. Researchers and students of Arkansas's heritage will find in this department a rich collection of books, periodicals, pamphlets, business records, family papers, letters, journals, diaries, postcards, photographs, maps, manuscripts, and a miscellany of other historical materials to support their work. Among other manuscript collections housed here, one will find the personal papers of such notable Arkansans as J. William Fulbright, Joe T. Robinson, Orval Faubus, Thaddeus Caraway, Brooks Hays, George W. Donaghey, Charles H. Brough, Albert Pike, Otto E. Rayburn, John Gould Fletcher, Edsel Ford, and Vance Randolph.

In addition to the large quantity of materials directly related to the study of Arkansas and the region, the Special Collections Department also houses the library's collection of rare books; it maintains a collection of every thesis and dissertation written by University of Arkansas students; and it also attempts to obtain copies of all published articles and books written by University faculty members. Obviously the materials maintained here and managed by the Special Collections staff comprise an extremely valuable portion of the library's information resources.

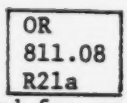
Most of the items maintained in the Special Collections Department have cards entered for them in the main card catalog (Tour Stop Number 3), and the entries are by author, title, and subject. In most cases call numbers for items in Special Collections will begin either with the single letter "A," such as



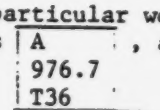
, with the double letters "AA," such as



, or with the double letters "OR," such as



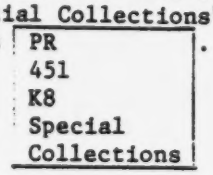
. Often you will find two separate call numbers on the same entry card for one particular work. One of the call numbers will be for Special Collections, such as



, and the other call number will be a Library of Congress call number, such as

. An entry such as this, having two call numbers appearing on the same card, indicates that the library owns at least two copies of that particular work. One copy is kept in the Special Collections Department, and the other copy is kept in the general book stacks under its Library of Congress call number.

Entries in the card catalog for some of the printed materials kept in Special Collections, such as rare books, have a Library of Congress call number with the words "Special Collections" stamped on the card immediately below the call number, such as



. Other materials maintained in

Special Collections, such as photographs and manuscript collections, do not have entries in the main card catalog, but instead they are described in supplementary catalogs, indexes, lists and finding aids located only in the Special Collections Department. Among the useful finding aids located there, Special Collections maintains an index to the Arkansas county historical journals; this index is quite helpful to students working on speeches or term papers concerning Arkansas and its local history.

Whenever you have a call number for any item located in Special Collections, or if you just want to find out if the Special Collections Department has any material on any particular subject that you have in mind, always feel free to go to the Special Collections search room and ask the library staff there for assistance. You should be aware that the hours of the Special Collections Department are limited. The department is open 8 A.M. until 5 P.M. Monday through Friday and 9 A.M. until 1 P.M. on Saturdays.

Because of the nature of the materials preserved in Special Collections, items do not circulate and cannot be taken out of the department. They must be used only in the Special Collections search room. In order to use any materials located in Special Collections, however, you will need to fill out a Charge Out card for each item. Charge Out cards can be obtained in the Special Collections search room. For each item that you wish to use, you need to provide five types of information on each card as follows:

1. Print your name, address, telephone number, and ID number.

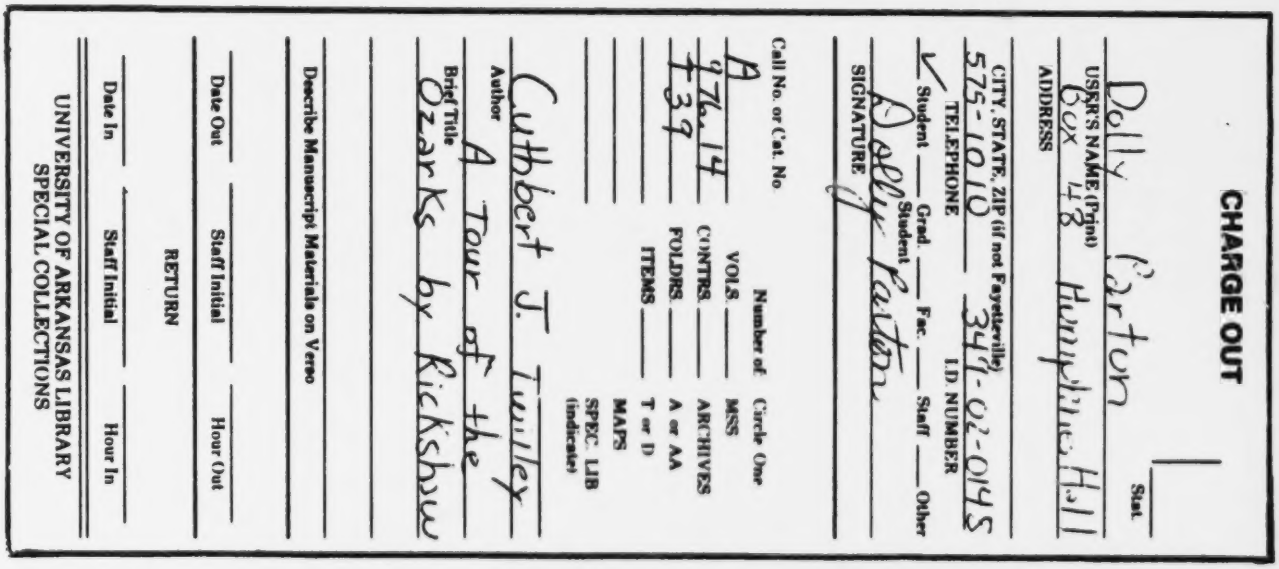
2. Indicate your status at the University (student, graduate student, faculty, staff, or other).

3. Sign the card in the space provided.

4. Copy the complete call number for the item.

5. Provide the author's name and the title of the work.

An example of a correctly filled out Charge Out card appears below.



CHARGE OUT

Dolly Carton — Stat. ___

USER'S NAME (Print)

Box 428 Humphries, Ark

ADDRESS

CITY, STATE, ZIP (if not Fayetteville)

575-1010 — 349-02-0145

TELEPHONE — I.D. NUMBER

✓ Student ___ Grad. Student ___ Fac. ___ Staff ___ Other

Dolly Carton

SIGNATURE

Call No. or Cat. No

A 976.14 F39

Number of — Circle One

VOLS. ___ MSS

CONTRS. ___ ARCHIVES

FOLDRS. ___ A or AA

ITEMS ___ T or D

MAPS

SPEC. LIB (indicate)

Cuthbert J. Twitley

Author

A Tour of the Ozarks by Rickshaw

Brief Title

Describe Manuscript Materials on Verso

Date Out ___ Staff Initial ___ Hour Out

RETURN

Date In ___ Staff Initial ___ Hour In

UNIVERSITY OF ARKANSAS LIBRARY
SPECIAL COLLECTIONS

BEST COPY AVAILABLE

ASSIGNMENT SIXTEEN

SPECIAL COLLECTIONS

DIRECTIONS; Go to the Special Collections Department (Tour Stop Number 23). When you enter through the double doors you will see a small desk in front of you on which you will find a stack of Charge Out cards. Obtain one of the Charge Out cards and fill it out for the book cited below. See the sample Charge Out card on the previous page.

A 398.21 R15t	The Talking Turtle and Other Ozark Folk Tales Collected by Vance Randolph

Give your completed Charge Out card to one of the library staff members. Once you have obtained the book, answer the following question.

37. From the story, "The Curse of Monegaw", on p.7, how many wives did Monegaw have?

A. Ten

B. Four

C. One

D. None

SPECIAL NOTE: The next chapter in the workbook requires you to go to the Government Documents Department on Level 4 of the Library. Instead of walking up the stairs, you may wish to take the elevator which you will see in front of you and just to your left as you exit the Special Collections Department.

CHAPTER SEVENTEEN

GOVERNMENT DOCUMENTS

Any publication which is issued by any government can be considered a "government document." Government documents are published in a wide variety of formats, from two-page general pamphlets to multivolume detailed studies of reports. Some governments produce more information than others, and different government agencies often emphasize different subjects in their various publications. Mullins Library is designated as a depository for United States Government documents and receives approximately 90% of the federal publications released for public use. Over half of these documents are received in microfiche format. In addition to the U.S. Government Documents, Mullins Library also receives documents from the State of Arkansas, UNESCO, the United Nations, and other international organizations.

U.S. GOVERNMENT DOCUMENTS

The United States Government is the largest publisher in the world, and the massive amount of information contained in U.S. Government Documents adds an extremely valuable dimension to the library's information resources. U.S. Government publications are especially useful because they are authoritative, inexpensive, and timely, and because they cover such a vast range of subjects. In the future when you need information on practically any subject for a term paper or speech, you should consider consulting government publications because you most likely will be able to find useful information on the subject from at least one U.S. Government document.

Most government documents are not listed in the library's card catalog, nor are they shelved in the library's general book collection. Most government publications are shelved in Bay 5 on Level 4 where they are arranged under the Superintendent of Documents Classification Scheme (or "SuDoc" number). In order to discover what government documents have been published on any given subject and to find out what the SuDoc number is for any particular government publication, you need to consult an index which is titled Monthly Catalog of United States Government Publications.

The Monthly Catalog is located in the Government Documents Reference Collection (Tour Stop Number 26B) and is shelved under the call number GovD Z 1223 A18. As the title indicates, this catalog is published each month. Eventually it is cumulated into annual editions which are comprised of several volumes. The year appears on the spine of each volume of the annual editions. In each monthly issue, indexes are located in the back of the issue, while the text entries appear in the front. For the multivolume annual editions, however, the indexes are bound into separate volumes with the word "Index" appearing on the spine, and the text entries are bound into separate volumes with the word "Entries" appearing on the spine.

In 1976, the Monthly Catalog expanded its indexing accessibility to include 5 separate indexes with each issue. There is (1) an author index, (2) a title index, (3) a subject index, (4) a series/report index, and (5) a stock number index. In 1980, a SuDoc class number index and a title-keyword index were added.

The most useful and important index for students is the subject index. Under each heading in the subject index you will find references for documents published on that subject. Each reference will consist of a document's title

which will be followed by a number. This number is not a page number; it is known as the "entry number." Each document listed in the text portion of the Monthly Catalog has an entry number, and the entry numbers run consecutively throughout the catalog along the left margin of each column. Under each entry number you will find the SuDoc number and a brief description of the document.

On page 64 are examples taken from the Monthly Catalog. The following SuDoc number is used:

Monthly Catalog Format	Mullins Library Format
J 1.8/2:D 37/2	J 1.8^2:D 37^2

The format of these two numbers is different, but each will retrieve the same document. The Monthly Catalog puts a shilling mark (/) in front of some numbers (e.g. 37/2), while Mullins Library uses the superscript format (37^2).

Keep in mind two things about the SuDoc scheme. First of all, the period between the 1 and 8 is not a decimal point in the SuDoc scheme; it is used only to separate the number into segments. On the other hand, numbers which are superscripted (e.g. J 1.8^2) or have the shilling mark in front of them (e.g. J 1.8/2) can be thought of as a decimal. Thus, J 1.8: D 37^2 would come before J 1.8^2:D 37^2.

Secondly, the SuDoc scheme follows an alphanumeric arrangement. Look at the range finders in Bay 5 until the J area is found. Then look for J 1, J 1.8, J 1.8^2, J 1.8^2:D, etc., until the document is found. The SuDoc number normally appears in the upper left-hand corner of each document, except for some of the larger documents which have the SuDoc number on the spine.

Government documents grow out of the function of the government agency which issues them. Notice in the example on page 64 that the document J 1.8/2: D37/2 was published by the Justice Department. Also note that the J of the SuDoc number means that it is a Justice Department publication. The other letters and numbers in the SuDoc number also stand for various offices, series, and yearly publications within each federal department.

To some people the SuDoc scheme appears to be unreasonably complicated, but the scheme actually uses a basic combination of alphabetical and numerical segments to classify government documents by their issuing agency. Due to the massive number of publications being issued by the federal government, the SuDoc scheme continuously is becoming more complex as the combinations of the different segments expand.

In the future whenever you need assistance in finding or using government publications, you should go to the Government Documents Office located on Level 4 (Tour Stop Number 26A).

MONTHLY CATALOG SAMPLE ENTRY

Take the following steps to find a government document by using the Monthly Catalog.

1. Determine the subject for which you need information.
2. Find the proper heading in the subject index of the Monthly Catalog for a reference to an entry.
3. Find the entry number for the document.

Job analysis.
Handbook of job analysis for reasonable accomodation., 83-3454

Judicial statistics — United States.
Bureau of Justice Statistics five year program plan : FY 1982-1986., 83-3288

Jury selection — United States.
Jury selection procedures in United States district courts /, 83-3298

Juvenile delinquency — Prevention.
Delinquency prevention, do it! : a guide to improving delinquency prevention through youth development /,
83-3273

4. Locate the entry number along the left margin of the column in the "Entries" portion of the Monthly Catalog for a brief description of the document.
5. Write down the Sudoc number which is located to the right of the entry number and above the document's description.
6. Note: The government agency which issued the document appears in dark print above the entries.
7. Go to Bay 5 on Level 4 and find the document on the shelves under its Sudoc number.

JUSTICE DEPARTMENT
Washington, DC 20530

83-3273 **J 1.8/2:D 37/2**

Badger, John D.
Delinquency prevention, do it! : a guide to improving delinquency prevention through youth development / by John D. Badger. — Washington, D.C. : U.S. Dept. of Justice, Office of Juvenile Justice and Delinquency Prevention, [1982?]
34 p. : ill. ; 28 cm. "This publication was originally drafted under contract 79JSAX0039, awarded by the Office of Juvenile Justice and Delinquency Prevention." "Boys Clubs of America, National Program Development Series"—Cover. Includes bibliographical references. ●Item 717-A
1. Juvenile delinquency — Prevention. 2. Youth services — United States. I. United States. Office of Juvenile Justice and Delinquency Prevention. II. United States. Dept. of Justice. III. Boys' Clubs of America. National Program Development Services. IV. Title. OCLC 08835370

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ASSIGNMENT SEVENTEEN

GOVERNMENT DOCUMENTS

DIRECTIONS: Go to the Government Documents Reference Collection (Tour Stop Number 26B). Find the Monthly Catalog (GovD Z 1223 A18). Use the subject index which is located in the back of each monthly issue or which is in the "Index" volume(s) for the annual cumulative editions. If you need to use an annual cumulative edition, be aware that the indexes for the years since 1976 appear in several volumes. Also be aware that the "Entries" volumes of the annual editions will have the "entry number" range which is covered by each volume printed on the spine. After obtaining your entry number in question 38, you should check the entry number ranges which appear on the spines of the "Entries" volumes for your year. You then can locate the particular volume that includes your entry number so that you can answer questions 39 and 40.

The 1977 Monthly Catalog lists a government publication on Baboons-Behavior.

38. What is the entry number for this publication?

    A. 77-3528

    B. 77-1841

    C. 77-5236

39. What is the Superintendent of Documents number for this publication?

    A. TD 4.210:75-6

    B. NS 3.180:74-3

    C. SI 4.867:76-8

40. Which U.S. Government agency issued this publication?

    A. Smithsonian Institution

    B. Aviation Medicine Office

    C. National Science Foundation

ASSIGNMENT SEVENTEEN CONTINUED ON THE NEXT PAGE

ASSIGNMENT SEVENTEEN, Continued

DIRECTIONS: Go to Bay 5 on Level 4 (Tour Stop Number 26C). Find the government document which has the Sudoc number listed below.

If the publication you are looking for is not in its proper place, complete the second question.

41. What is the title of the publication with the Superintendent of Documents number I 70.9:R 34 ?

A. Revival: Charleston 1978

B. Rhode Island

C. Renewal: Chicago 1978

*****DO THIS PART ONLY IF YOU COULD NOT FIND THE DOCUMENT FOR THE***** QUESTION ABOVE.

What is the title of the publication with the Superintendent of Documents number D 101.71 ?

A. Warhead

B. Arrowhead

C. Spearhead

CHAPTER EIGHTEEN

RESERVE READING ROOM

When most instructors assign books or periodical articles which are to be read by the entire class, copies of the required readings normally are placed on closed reserve in the Reserve Reading Room (Tour Stop Number 18). When you enter the Reserve Reading Room, on your left will be a circulation counter at which you can check out items which have been placed on reserve. Immediately in front of the circulation counter you will find a small card catalog.

The blue drawers of the Reserve Card Catalog contain entries for all of the books and articles which have been placed on reserve. The entry cards are separated into groups by tabs. The tabs are filed in alphabetical order by the instructor's last name and show the course number and name. Within the group of cards under each instructor's name, entries for all of his/her assigned readings will be filed in alphabetical order. For books, each entry card will have the call number of the book typed in the upper left hand corner of the card. For periodical articles, the entry card will have the instructor's name and a file folder number typed across the top of the card.

In order to check materials out of reserve, you must give the attendant at the Reserve Circulation Counter the call number for books and the instructor's name and file folder number for the periodical articles which you wish to read. You also must have your student I.D. (or driver's license) and current activity card with you in order to use the materials. When the attendant at the Reserve Circulation Counter has checked your I.D. and current activity card, he/she will give you a circulation card for each item that you wish to use. On each circulation card you will need to print your name, I.D. number, address, and phone number.

LOAN PERIODS

Depending on what the professor requested, reserve materials may be checked out for either two hours, one day, two days, or seven days. When you have finished with reserve materials be sure to drop them in the book return slot located at the Reserve Circulation Counter. A fine of 25¢ per hour, or portion thereof, is imposed for late items in an effort to guarantee that all students will have access to full use of the materials. Failure to return reserve materials to the Reserve Circulation Counter on time will result in a fine.

TEST FILE

Sometimes professors place copies of old tests on reserve so that their students can get an idea of the types of questions that will be asked during exams. These test files are placed on reserve only at the request of each professor. Most professors, however, do not have copies of their old tests on reserve. The special drawer in the green section of the Reserve Card Catalog marked "Test File" contains entries for those professors who have placed old tests on reserve. Entries are in alphabetical order by the professor's last name, and each entry will give the

instructor's name and a Test File folder number. To see the old tests that are on reserve, give the attendant at the circulation counter the professor's name and the Test File folder number, a current picture I.D. card, and your current activity card.

RESERVE AT THE BRANCH LIBRARIES

The branch libraries also maintain some reserve materials for classes specifically related to their subject areas. For information regarding reserve lists, loan periods, fines, or hours of service at the branch libraries, you may either phone them or inquire in person. A list of the branch libraries with phone numbers and building room numbers appears on the inside back cover of this workbook.

ASSIGNMENT EIGHTEEN

RESERVE READING ROOM

ATTENTION: For this assignment you will be required to have your STUDENT I.D. and CURRENT ACTIVITY CARD.

DIRECTIONS: Go to the Reserve Reading Room (Tour Stop Number 18). Go to the blue section of the Reserve Card Catalog and find the tab entry for books that have been placed on reserve for Stephen Dew. Next find the entry card for the book

entitled The Fool and His Scepter

_____ which was written by

William Willeford.

42. What is the call number for the book?

A.	B.	C.
GV 1824 W3	GV 1821 W8	GV 1828 W5

DIRECTIONS: Go to the Reserve Circulation Counter and give the attendant the call number for the book used in question 43 above. Check this book out of reserve. You will need to show the attendant your student I.D. and current activity card, and you also will be required to fill out a circulation card for the book by printing your name, I.D. number, address, and phone number. Although you will have checked the book out for a two hour loan period, please return the book to the Reserve Circulation Counter as soon as you have answered the following question. By placing the book in the Book Return slot at the Circulation counter as soon as possible, you will avoid any possible fine.

43. What is the title of Chapter 9 ?

A. The Lady, the Lover, and the Fool

B. The Castle, the Cover, and the Fool

C. The King, the Hero, and the Fool

D. The Joke, the Laugh, and the Fool

CONCLUSION

The purpose of this workbook has been to introduce you to the information resources and services which are available through the University of Arkansas Libraries. In completing this workbook you have learned a great deal about what we are and what we have to offer you during your college career. You now are aware of the fundamental skills that are necessary to find information in the library. In the future you should feel comfortable while you are using the library, but should you have any difficulty finding or using library resources, always feel free to ask for assistance at the Reference Department.

YOU NOW NEED TO TURN BACK TO THE INSTRUCTIONS ON PAGE 1 AND PROCEED WITH FILLING OUT AN ANSWER CARD AND HAVING THE WORKBOOK GRADED.

LIBRARY HOURS

MULLINS LIBRARY (Circulation 4104; Reference 6645)

M-Th	7 am--11 pm
F	7 am-- 6 pm
Sat	9 am-- 6 pm
Sun	10 am--11 pm

CHEMISTRY LIBRARY--Chemistry 211 (Tel. 4601)

M-Th	8 am-- 5 pm; 7 pm--10 pm
F	8 am-- 5 pm
Sat	9 am-- 1 pm
Sun	CLOSED

FINE ARTS LIBRARY--Fine Arts 103 (Tel. 4708)

M-Th	8 am--10 pm
F	8 am-- 5 pm
Sat	10 am-- 4 pm
Sun	2 pm--10 pm

LAW LIBRARY--Waterman Hall 214 (Tel. 5604)

M-Th	8 am--12 pm
F	8 am--11 pm
Sat	9 am--11 pm
Sun	1 pm--11 pm

PHYSICS LIBRARY--Physics 202 (Tel. 2506)

M, T, Th, F	8 am--12:30 pm; 1:30 pm-- 5 pm
W	8 am--12:30 pm; 1:30 pm-- 4:30 pm
Sat	CLOSED
Sun	CLOSED

LEARNING RESOURCES CENTER--Peabody Hall 203 (Tel. 5444)

M-Th	8 am-- 6 pm
F	8 am-- 5 pm
Sat	9 am--12 noon
Sun	CLOSED